COOK INLET REGIONAL CITIZENS ADVISORY COUNCIL

"The mission of the Council is to represent the citizens of Cook Inlet in promoting environmentally safe marine transportation and oil facility operations in Cook Inlet."

Photo courtesy of CIRCAC & Alaska ShoreZone Partnership

BOARD of DIRECTORS MEETING
Friday, December 6th, 2024

BP Energy Center, 1014 Energy Ct, Anchorage, Alaska 99508

Hybrid Meeting – Join via Zoom:
https://us06web.zoom.us/j/87084079063?pwd=WpUfYFh1k4X1zpCYVH0wVcaIMWcofz.1
Meeting ID: 870 8407 9063; Password: 749148

Join by phone (audio only):
One tap mobile: +17193594580,,87084079063#,,,,*749148# US
Or, dial: +1 719 359 4580 US Toll; follow prompts to enter Meeting ID & Password

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AGENDA

		Page #
8:45 am	*Light Breakfast Snacks Available*	
9:00 am	**Call to Order/Roll Call**	
	Approval of Agenda *(Action Item)*	
	Safety Minute *(Information Item)*	
	Approval of Minutes – September 6, 2024 Board of Directors Meeting *(Action Item)*	**1-14**
9:15 am	**Welcome & Introductions**	
	Agency Ex Officio Directors Remarks	
	CIRCAC Member or Public Comment *(3-minute limit per speaker)*	
9:40 am	**Presentations on Related Activities**	

- Marathon Marine Management & Operational Update – Captain Jeff Brue, Marathon Petroleum Corporation
- Ice Forecast for Cook Inlet – Michael Lawson, NOAA National Weather Service Alaska Sea Ice Program

- Cook Inlet Ice Camera Network – Vinnie Catalano, Cook Inlet RCAC

11:05 am _____10 MINUTE BREAK_____

11:15 am

- Don Young Port of Alaska Update – Steve Ribuffo, Port Director
- Update on Priorities for BOEM Alaska Region – Givey Kochanowski, AK Regional Director, BOEM

12:15 pm **Break for Lunch** *(Lunch Provided)*

1:00 pm **Executive Committee Report**

- Review of 2024 Operating Budget & Statement of Financial Position – through November 1st, 2024 *(Information Item)* **15-22**
- Proposed 2025 Operating & Program Budgets *(Action Item)* **23-26**

1:45 pm **Executive Director's Report**

2:05 pm **Staff Reports - Status of Programs & Projects**
(Information Items)

- Public Outreach **27**
- Protocol Control Committee **28-29**
- Prevention, Response, Operations and Safety Committee **30-35**
- Environmental Monitoring Committee **36-46**
- Administration **47-48**

2:40 pm **Calendar & Miscellaneous** *(Information Item)*

- AK Marine Science Symposium – Jan. 27-31, Anchorage
- AK Forum on the Environment – Feb. 3-7, Anchorage & virtual
- CIRCAC Board & Annual Meetings – April 4, 2025, Kenai

Closing Comments

~ 2:55 pm **Adjourn**

COOK INLET REGIONAL CITIZENS ADVISORY COUNCIL
Board of Directors Meeting
Best Western Kodiak Inn
236 W. Rezanof Drive
Kodiak, Alaska 99615

Friday, September 6, 2024
Unapproved Minutes

Members Present:	Gary Fandrei, John Williams (Zoom), Deric Marcorelle, Robert Peterkin, Carla Stanley, Walt Sonen, Rob Lindsey, Grace Merkes, Bob Flint, Michael Opheim, Scott Arndt
Members Absent:	None
Staff Present:	Michael Munger, Madeline Jamora, Steve "Vinnie" Catalano, Sue Saupe, Shaylon Cochran, Candice Elias, Cassandra Johnson
Others Present:	Lexa Meyer, Alaska Ocean Farm; Arron Jones, Alaska Sea Grant; Ytamar Rodriguez, Ex-Officio Member, ADEC Spill Prevention and Response; Greg Saupe; Kaleena Barnes, CIRCAC Coast Guard SkillBridge Intern; Dave Snider, NOAA Tsunami Warning Coordinator; Barrett Salisbury, Alaska DNR; Jonathan Schick, Ex-Officio Member, Alaska DNR; Anna Carey, Alaska DEC; Bob Whittier, Ex-Officio Member, U.S. EPA

1. CALL TO ORDER / APPROVAL

President Gary Fandrei called the meeting to order at 9:04 a.m. Roll was called, establishing quorum.

- **Approval of Agenda:**

Carla Stanley moved to approve the agenda as presented, seconded by Robert Peterkin. Hearing no objection, the agenda was approved as presented.

- **Safety Minute**

Vinnie Catalano pointed out emergency exits and muster locations and provided a short safety briefing.

- **Approval of Minutes:**

Robert Peterkin moved to approve the minutes of the board meeting and annual meeting of April 5, 2024, seconded by Scott Arndt. Hearing no objections, the motion passed, and the minutes were approved as presented.

WELCOME & INTRODUCTIONS

Gary Fandrei introduced Scott Arndt, Mayor of Kodiak, who welcomed everyone and gave a short presentation about the community. Guests introduced themselves.

AGENCY EX-OFFICIO DIRECTOR REMARKS

ADEC - Ytamar Rodriguez

- The central region is fully staffed including a new position, Environmental Program Specialist 4.
- The SPAR division retained over 90 percent of its employees during the calendar year.
- Emma Pokon has been confirmed by the legislature as ADEC Commissioner, and Christina Carpenter was named Deputy Commissioner.
- ADEC employees recently attended a virtual shoreline cleanup assessment technique (SCAT) training with NOAA.
- ADEC staff participated in the Alyeska annual fishing vessel training.
- State office of emergency management has several incident command system training opportunities on its website.
- A new Cook Inlet Contingency Plan update was submitted for tankers and is open for public comment through September 24th.
- PPR has been routinely reviewing spot charter amendments from Delta Western, North American Fuels, Marathon, and occasionally Crowley for one-time vessel voyages on their approved C Plans.
- In recent months, PPR has done inspections around Cook Inlet. Vessel inspections are routinely done on both Crowley and Marathon tankers.
- PPR also inspected two facilities in Kodiak this spring.
- Regarding exercises:
    - USCG conducted a drill at their USCG base Kodiak on April 8th.
    - Hilcorp Alaska exercised their Cook Inlet exploration plan with a functional exercise on April 17th and 18th.
    - Marathon had a functional exercise of their Cook Inlet vessel plan in Kenai on June 26th.
    - Matanuska Electric Association will be exercising a generation station plan with a drill on September 9th.
    - Marathon has scheduled a full-scale exercise for Prince William Sound vessel plan for October 15th – 17th.
    - Cook Inlet Energy will be exercising its production operations plan with a full-scale exercise toward the end of October.
    - Marathon's Cook Inlet vessel plan will have an exercise in the summer of 2025.

- Hilcorp responded to a spill in July for a submerged Sundog vessel. A 42-foot landing craft was moored to the dock at Port MacKenzie, flooded with water, and broke free from its mooring and sank. Local divers arrived on site and located the vessel with the aid of sonar. The vessel was lifted in August, and a minimal amount of oil was released to the environment.

Gary Fandrei asked about Cook Inlet Energy and if any new sampling had been done per the April 5th minutes. Anna Carey responded that samples were taken but nothing alarming was found.

ADNR – Jonathan Schick
A call for new information will be issued soon for an areawide lease sale in Cook Inlet, and he requested that if there is new data or information to be included in the record for the best interest finding that facilitates the lease, people should send it on.

U.S. EPA – Robert Whittier
The EPA has been working mostly in the inland zone. There have been only two on-scene coordinators for at least the last 15 years, and a new on-scene coordinator will be coming on board in October, so now there will be three.

CIRCAC MEMBER OR PUBLIC COMMENT

No members of the public came forward to provide public comment.

***************************PRESENTATIONS ON RELATED ACTIVITIES***************************

- **Melissa Good, Mariculture Specialist for Alaska Sea Grant & Arron Jones, Mariculture Tech. for Alaska Sea Grant**

Melissa Good was not able to attend, but it was noted that the mariculture industry in Kodiak has grown substantially in the last few years. Sue Saupe introduced Arron Jones, and his background and qualifications were described.

Mr. Jones described Sea Grant as a national organization of 34 university-based programs, a national Sea Grant library, law center, and office. Its mission is to enhance the use and conservation of coastal and marine resources to create a strong and sustainable economy, a healthy environment, and resilient and inclusive communities. Alaska Sea Grant is a statewide program headquartered at the University of Alaska Fairbanks.

Mariculture in Alaska includes shellfish and seaweed farming but not finfish as it is illegal in Alaska waters. Enhancement and restoration of wild stocks of shellfish and seaweed is also supported. Some species either coming online or being explored are geoducks, sea cucumbers, and abalone. There are 93 aquatic farm permits statewide and, although they range in size from 1 to 182 acres, the average size is about 20 acres.

Oyster production has increased steadily from 1990 except for the pandemic years of 2019 and 2020 when many restaurants were closed. Aquatic plant farming, mainly kelp, is a new industry in Alaska, started in 2017, and has seen steady growth in the number of pounds harvested each year.

Many other countries depend on open ocean farming that is difficult and expensive, but Alaska has extensive sheltered coastlines that are well suited to mariculture. Alaska also has working waterfronts, which is beneficial to the aquatic farming process.

Barriers to kelp farming in Alaska include the lack of processors and processing capacity that limits the ability for farmers to sell enough kelp to sustain a viable business model. Some possible solutions to this problem include:

- Collaboration among current processors and kelp industry.
- Creative ways to make vertical integration possible.
- Multi-use facilities to share cost.
- Drying components shared regionally.
- Grow the overall market for the USA in the food sector.
- Find more ways to use kelp in more existing products.
- Building relationships with new processors.

Supply chain is also a barrier since current options for moving product at scale is far too expensive to allow most processors to move into Alaska. Some possible solutions:

- Stabilize products through freezing, drying, or fermentation.
- Bring down shipping costs by not shipping water (dry large volumes).
- Add bio-refineries in the state.
- Use cooperatives to increase available supply.

The permitting process is improving, but issues remain in the process:

- Outreach within communities to grow acceptance of farms and farming.
- Develop similar site plans with proven methods across the state.
- Minimize conflict in popular public use areas.
- Business plans finalization. Having a buyer and price to build on is key.
- Revision process that is quicker than the actual review to allow farmers to make needed changes and not lose time.

Things to remember:

- Alaskans may never see the opportunity to exploit niche markets in ways the East Coast can where markets are within one day's trucking of the farm sites.
- In the short term, in most cases small farms will not be able to support a business unless vertically integrated.
- The need for us all to work with one another is greater than ever to take advantage of the funding opportunities available to begin to clear some of the above hurdles.

Mr. Jones discussed the 20-year timeline and steps needed to make mariculture a viable sustainable industry. The Alaska Mariculture Task Force developed a roadmap, a plan intended to increase profitability, expand participation, and provide coordination to expand Alaska's mariculture industry. The task force was taken over by the Alaska Mariculture Alliance and the Alaska Mariculture Research & Training Center.

The Alaska Mariculture Cluster includes several unique yet interdependent component projects that, when combined, will accelerate a viable and sustainable mariculture industry producing shellfish and seaweed for the long-term benefit of Alaska's economy, environment, and underserved communities. The projects and funding are as follows:

- Mariculture Revolving Loan Fund, $10 million
- Governance, Coordination & Outreach, $3.5 million
- Workforce Development, $10.5 million
- Research & Development, $9.5 million
- Marketing, $1.2 million
- Green Energy, $.7 million
- Equipment & Tech, $26 million
- University of Alaska, Mariculture Research and Development, $5 million

The Alaska Mariculture Workforce Development Plan has three goals:

- Develop a responsive workforce and enable the mariculture sector to become a substantial contributor to the state's economy.
- Guide Alaska's workforce to discover and prepare for a range of employment opportunities in the sector.
- Increase the number of Alaskans working in the sector.

The Mariculture Research and Restoration Consortium (Mariculture ReCon) received $25 million from the Exxon Valdez Oil Spill Trustee Council.

In response to questions, Mr. Jones responded:

- Bull kelp and sugar kelp are the primary species, and dragon kelp and some others are being tested.
- Some kelp is used in food products, some is used to enhance concrete, and some is used in pharmaceuticals.
- It is legal to harvest wild kelp in Alaska, and permitting would be required to harvest for a commercial purpose. Barnacle Foods uses wild kelp harvest in its products such as kelp pickles and kelp salsa.
- Sun-drying kelp is not practical in Alaska because of the climate and labor intensity.

- **Lexa Meyer, Alaska Mariculture Alliance Liaison for the Kodiak Archipelago Leadership Institute; and Owner and Hatchery Manager of Alaska Ocean Farms, LLC**

Lexa Meyer works through the Kodiak Archipelago Leadership Institute (KALI) which supports soil farming and hydroponic farming in the rural indigenous communities throughout the Kodiak Archipelago. The Alutiiq Grown program was developed to help solve the food security problem. Mariculture for oysters and kelp is gaining popularity in and around the villages not only for food but also for a potential industry for residents. Beginning kelp farmer training and permitting assistance programs are funded through KALI, and permitting assistance to four farms, including two community farm leases, were provided.

The role of liaisons is to thoroughly inform all tribes and underserved communities within the Kodiak Archipelago and regularly meet with the interested tribes, native corporations, and rural or Alaska Native communities to exchange information such as:

- Mariculture revolving loan fund
- Workforce development
- Research and development – joint research projects
- Market development and marketing
- Green energy, equipment, and technology

There are 299.11 acres under lease in the archipelago for mariculture, and there are 506.55 acres of pending leases. There are only about five farms growing kelp, and they are using only a fraction of their capacity because there are limited marketing opportunities. One farm is growing oysters that are sold mainly in Homer. Ms. Meyer reviewed a map showing the location of the farms in the archipelago. The potential yield from approximately 300 acres of leases is just under four million pounds of kelp, most of which is sugar kelp. Future market opportunities include the food industry, fertilizers, animal feed, dietary supplements, pharmaceuticals, and health and beauty products.

Some of the kelp industry bottlenecks:

- Markets are not developed with pathways for consumption of kelp.
- Permitting and regulatory problems include the listing of the sunflower sea star as threatened which could interfere with kelp farming practices.
- Seed supply is limited.
- Access to trained and qualified people is needed.

- **Barrett Salisbury, Ph.D. Earthquake and Tsunami Hazards Program Manager, Geohazards Section, Div. of Geological & Geophysical Surveys, Chair, AK Seismic Hazards Safety Commission**

Barrett Salisbury outlined the subjects of his presentation today:

- Tsunamigenic earthquakes in Alaska. He emphasized the scale of earthquakes that Alaska is capable of producing and said Alaska is known worldwide for the 1964 earthquake.
- The National Tsunami Hazard Mitigation Program (NTHMP) and tsunami inundation mapping in Alaska.
- Cook Inlet hazards – the tectonic tsunami of 1964 and the potential “worst case” scenario for Cook Inlet.

He reviewed a world map showing plate tectonics and earthquakes with magnitude 2.5 or greater in the last 30 days and then focused on the Pacific and North American plates, which include Alaska. He explained that the Pacific Plate is moving beneath the North American Plate in Alaska and gives rise to the volcanos and earthquakes and the Aleutian Chain itself. The Pacific Plate is moving at just a few inches per year, but over time, elastic strain energy is accumulated that overcomes the friction in the tectonic plates and results in big earthquakes. The Yakutat Microplate is a thickened piece of the subducting Pacific Plate and complicates the subduction by moving in a different direction and wrinkles the surface contributing to the Castle Mountain and Denai faults. He reviewed a map of Alaska with the 45,000 earthquakes shown for 2023. Most of the earthquakes are magnitude 4 or less, and he explained how much energy is released for each magnitude going up the scale.

Since 1906, the entire Aleutian subduction zone has been ruptured. Even though earthquakes have epicenters, the rupture zone extends for miles. For example, the epicenter for the 1964 earthquake was under Prince William Sound, but the rupture patch between the plates extended for 500 miles. The subducting plate pulls the overriding plate down, and, when the friction is overcome, the upper plate snaps back up into place resulting in a large earthquake.

In 1964, the slip between the tectonic plates that ruptured under Prince William Sound was about 66 feet, and near Kodiak the slip was about 50 feet 10 miles down. Massive land-level changes occurred, and the ocean level increased 18 feet in some places. That earthquake was the second-largest event ever recorded instrumentally, and strong ground shaking lasted for four minutes.

The Alaska Tsunami Program is part of the National Tsunami Hazard Mitigation Program (NTHMP) and receives funding from them, which goes to the Division of Homeland Security and Emergency Management in Anchorage, and UAF and the Alaska Division of Geological & Geophysical Surveys work together with Homeland Security to use those federal funds on state projects, such as hazard assessments, mitigation, and tsunami warning centers.

Tsunamis are caused by big earthquakes, and evaluation of hypothetical earthquake scenarios are helpful to figure out what would be the worst-case scenario. The length of slip between the tectonic plates and the land-level changes in reaction to each slip are used to prepare tsunami inundation reports. The tsunami model was checked against real observations at the Kodiak Naval Station that occurred in 1964, and the models match closely to the observed high-water marks.

Making tsunami maps of the Alaska coast started in 1998, and communities are prioritized according to the level of hazard, population, infrastructure, and availability of high-quality data. Of 76 communities on the Alaskan coast, 63 have been mapped, and different community inundation maps are available at tsunami.alaska.edu. In 2004 and 2011 there were international tsunami disasters that killed tens of thousands of people in places where they either weren't aware of the hazard, or the hazard was underestimated.

Despite extensive damage to Alaska coastlines and the rest of the Pacific Ocean basin, there were no tsunami observations in Anchorage in 1964. That does not mean that Anchorage is safe from tsunamis

because that disturbed ocean water can make its way into Cook Inlet through the Shelikof Strait and the Stevenson and Kennedy entrances. And because Cook Inlet has extremely large tidal ranges, if the tide is going out when a tsunami occurs, it will be diminished. On the other hand, on an ingoing tide, the tsunami will be worse. In 1964, the tsunami struck at low tide, and, without that outgoing tide, the tsunami would have been about ten feet high in upper Cook Inlet.

Tsunamis are not the picturesque Hollywood wave and it's not instant, but rather it's a rapid rising tide. The tsunami in Japan took about 45 minutes to come in, it was fairly stable at peak inundation, and then went out for another 45 minutes. That cycle will be repeated for up to 72 hours, and the first wave is not necessarily the biggest.

- **Dave Snider, Tsunami Warning Coordinator, National Tsunami Warning Center, NOAA/National Weather Service**

The tsunami hazard level varies for coastal U.S. states and territories. But given the large number of people who live, work, and play on the coast, even where the hazard level is low, the consequence can be high. The tsunami hazard levels are as follows:

- High to Very High: Alaska, Hawaii, U.S. West Coast
- High: American Samoa, Guam and Northern Mariana Islands, Puerto Rico and U.S. Virgin Islands
- Very Low to Low: Atlantic Coast
- Low: Alaska Arctic Coast, U.S. Gulf Coast

Kodiak Island is highly vulnerable to both earthquake and tsunami hazards, especially Women's Bay and the Inner Harbor area. Mr. Snider noticed a tsunami placard in his hotel room, and he asked everyone to promote that idea in their own businesses and campgrounds. He stressed that pedestrian travel time to safety is short in Kodiak as well as in many other communities.

The general maritime guidance from the tsunami experts and the modeling:

- If you are moored in the harbor, don't go out to sea but move to high ground.
- If you are underway in the harbor, go further out, at least 30 fathoms if it is a distant quake.
- If the quake is near, go to at least 100 fathoms, at least a half mile from shore.
- In Kodiak, channel 16 can be monitored for official information from the U.S. Coast Guard.

Tsunami sources:

- About 85 percent of tsunamis are caused by earthquakes.
- About 15 percent comes from volcanic eruptions, landslides, meteors, weather, and other significant water disruptions.

Tsunami hazard is well known, and Mr. Snider showed slides of tsunami damage from 2011 Tohoku; 1946 in Hilo, Hawaii; 1964 in Kodiak, Alaska; 2004 in Indonesia; and 2011 in Japan. Historic landslide tsunamis in Alaska include:

- Unimak Pass in 1946

- Lituya Bay in 1958 where an earthquake triggered a landslide into the inlet. The resulting tsunami was 1,720 feet high, the largest known.
- Taan Fjord in 2015

Hazards associated with tsunami include coastal flooding and inundation.

- Tsunamis can travel up low-lying coastal waterways
- Tsunami arrival at high tide will be worse than at low tide
- Subsidence (sinking ground) during an earthquake will also result in more inundation
- Strong and unusual currents can occur after any inundation
- Harbors and channels can experience significant changes and be filled with debris
    - Resonating waves create fast currents that can be dangerous or impossible to navigate
    - Currents change the harbor channels
    - Damage to vessels and docks is likely
    - Vessels underway may encounter debris and hazards to navigation
- It is questionable whether large vessels could navigate during unusual and strong currents in port or near shore
- Harbor response teams should be prepared for moored ships to snap their lines.

America's coasts contain almost 40 percent of the population and 10 percent of the land mass, excluding Alaska, and enjoys $9.5 trillion in goods and services annually with 58.3 million people employed and $3.8 trillion in wages annually. A tsunami in any of the coastal areas could impact the nation.

Natural warning signs of tsunami include feeling a strong or long earthquake, seeing a sudden rise or fall of the ocean, or hearing a loud roar from the ocean. Following a significant seismic or natural event, the National Tsunami Warning Center has five minutes to analyze and issue an alert or no-threat message. Earthquake information comes from many sources, and an earthquake does not confirm a tsunami, so do not focus on the magnitude. Focus instead on the tsunami alert message.

Tsunami Alerts:

- WARNING: Get to high ground or inland immediately and follow evacuation signage. Flooding and dangerous currents are imminent.
- ADVISORY: Stay out of the water and away from the shore.
- WATCH: Prepare to take action. Monitor local TV, radio, social media, and NOAA weather radio. This alert level may change.
- INFORMATION STATEMENT: No action is needed. Relax.

Alaska tsunami information comes from the National Tsunami Warning Center. Two other places that send out information are the International Tsunami Information Center and the Pacific Tsunami Warning Center, but they are not for Alaska. Official tsunami warnings are broadcast through radio, outdoor sirens, wireless emergency alerts and text messages, television, and telephone.

Tsunami forecasts need time, which is a challenge in the first few minutes of an event. After a wave is detected at a deep-water sensor dart buoy, a forecast can be made, which may take up to 90 minutes after an earthquake. National Tsunami Warning Center exercises are held periodically, and the next one is for the Atlantic coast to be held in November.

Ongoing improvements include:

- Updating the tsunami.gov website (Oct 2025)
- Improving official NWS messaging system built for NTWC and PTSC (~Jan 2026)
- Social science studies to improve public and partner action and understanding (Oct 2025)
- New scientific analysis system built for NTWC and PTWC to support earthquake and other tsunamigenic event response (2027-2028)
- Analysis and restructuring of how the tsunami hazard response is staffed and supported by NOAA/NWS (2025-2026).

2. EXECUTIVE COMMITTEE REPORT

Gary Fandrei and Mike Munger reported on Executive Committee actions as follows:

- The FY2023 audit report and findings were reviewed and accepted. It was a clean financial audit with no corrective actions. The audit went very smoothly, and the auditors Porter & Allison were complimentary to the staff.
- Reviewed the 2024 operating budget and statement of financial position through August 1, 2024. Cassandra Johnson said the budget is tracking well. Walt Sonen asked what the difference was between assets with or without donor restrictions. Gary Fandrei explained that the receipt of funds can be restricted to specific activities. Once the restrictions are met, the remaining funds can be used as desired.
- Reviewed and approved the 2025 board and annual meeting schedule: April 4th in Kenai, September 5th in Seldovia, and December 4th and 5th in Anchorage.
- Reviewed election matters and a proposed timeline to fill board of director vacancies other than the end of a term, specifically for a vacancy caused by the recent passing of a fellow director for the CIRCAC commercial fishing representative.
- Received updates from staff pertaining to conferences and events, CIRCAC elections, industry and funding and appointments, projects, and regulations.
- Reviewed and approved the proposed FY2023 undesignated funds allocation. Undesignated funds, also known as carryover, are what is left over from the previous year but has not been utilized in the previous year and administration. This year after the audit, unallocated funds were $133,434.12. The majority of that goes to the committees, and this year the total between EMC, PROPS, Protocol, and Public Involvement is $105,030.

Scott Arndt moved to approve and adopt the proposed the FY2023 undesignated fund allocation as presented with the understanding that the EMC, PROPS, and Protocol Control Committees will meet to further discuss their respective budgets and work plans regarding the 2023 undesignated fund allocation, seconded by Walt Sonen. Hearing no discussion, a roll call vote was taken as follows:

YES: Fandrei, Williams, Sonen, Lindsey, Merkes, Flint, Opheim, Arndt

ABSENT: **Marcorelle, Peterkin, Stanley**

The motion passed.

3. EXECUTIVE DIRECTOR'S REPORT

Mr. Munger reported as follows:

- He thanked Cassandra Johnson and Maddie Jamora for their work in preparation for the audit.
- Recently, a letter was received from Admiral Dean, commandant of District 17. CIRCAC has been recertified with no exceptions.
- He invited Admiral Dean to the December meeting, and she indicated she would attend.
- Staff is preparing the 2025 budget.
- The renewal process for the Kenai office has begun. There might be a small increase in monthly rent.
- He received a call from Marc Bayer, Vice-President of Marine Operations at Marathon, who said he was retiring and would try to get his replacement to come and meet the board.
- Kaleena Barnes is an intern with the SkillBridge program, and that arrangement is working out wonderfully. Kaleena Barnes thanked CIRCAC for the opportunity to work, and said it is great to be back on the Peninsula after 20 years away.
- There are two board seats to fill which should be completed by the December meeting:
    - The Municipality of Anchorage seat vacated by Hans Rodvik who moved out of state.
    - The commercial fishing interest seat that was held by Paul Shadura who passed away in July.
- The Executive Committee passed a resolution establishing a process to fill a vacancy caused by the death of a director. That election process has begun.

Mr. Munger said it was shocking news to hear of Paul Shadura's demise. He was an active board member for many years. He and Paul did not always agree, but Paul was always active and engaged. Mike asked for comments and tributes for Paul.

Gary Fandrei remembered Paul as always being prepared for the meetings. He did his homework, but he did have a hard time sleeping at night, so he spent a lot of time looking at information that he brought to the meetings. When Gary moved to Alaska in 1990, Paul was on the Aquaculture Association board of directors and remained on that board for a long time. Paul was active in the fishing community and was concerned about the fishing industry.

Sue Saupe said Paul was instrumental in helping with sampling processes and short-term buoy placements.

John Williams said he had known Paul for a long time and was good friends with Paul's father. He noticed that Paul's obituary mentioned a celebration of life to be held in the future, and John would hope that CIRCAC would be represented there and acknowledge his service to the group.

Bob Flint said he has great memories of Paul who was always free with his opinion and was a man who believed in what he said. He carried the interest of the group very well. He could spot the most minute item in a project and was very good at detail, and he will be missed.

Robert Peterkin said he liked Paul as a person although they had their differences, but Paul definitely spoke his opinion. Sometimes he would occasionally poke Paul a little bit to get him agitated, but all in all, he really looked out for the group he represented. He cared a lot about commercial fishing in Alaska, and his family goes way back in the community.

Carla Stanley really enjoyed Paul, and through the years she learned a lot from him. She said he always knew the answers to the questions before he asked, but he wanted to ask them anyway. She said she really appreciated him.

Walt Sonen said that Paul drew from many groups that he belonged to for so many years, and he successfully brought that to the meetings.

4. STAFF REPORTS – STATUS OF PROGRAMS AND PROJECTS

- Sue Saupe's Environmental Monitoring report is in the packet at pages 57 – 72. In addition, she mentioned projects that are scheduled to begin next summer.
- Vinnie Catalano noted that the PROPS staff report was in the packet at pages 73 – 77. He also mentioned that staff had attended a GRS training with CISPRI and others at the mouth of the Kenai River and had observed beluga whales and the GRS beluga protocol. Staff is also working on GRS strategies regarding mariculture.
- Shaylon Cochran reported that CIRCAC and Prince William Sound RCAC will be attending the Pacific Marine Expo in Seattle in November. Copies of the new annual report are available in the room, and the final printed report will be finished soon.

5. CALENDAR & MISCELLANEOUS

- The next CIRCAC Board of Directors meeting is December 5th and 6th in Anchorage at the BP Energy Center in the Birch Room, and accommodations will be at Embassy Suites.
- Mr. Munger mentioned that Prince William Sound will be having their Science Night to coincide with the meeting. In response to a question by Walt Sonen, Mr. Munger said CIRCAC was trying to do more collaboration with PWS beyond regulatory issues when possible.

************************************CLOSING COMMENTS************************************

Scott Arndt thanked everyone for coming to Kodiak. He also thanked Sue Saupe and Shaylon Cochran for their good presentation at the borough assembly meeting.

Robert Peterkin said the presentations were great and he thanked Candice and the group for a great job.

Carla Stanley said it was a good meeting, and said she had a nice chat with the volcano/earthquake people who said they were happy to be here. She would like them to come to Homer and do a presentation there to address the tsunami hazard to Homer and the Spit. She thanked everyone for a job well done and said Candice is amazing.

Michael Opheim said he loved the presentations and is always learning something.

Walt Sonen said the presentations were excellent, and he always enjoys visiting Kodiak.

Bob Flint said both the meeting and presentations were good, and he thanked the staff for the reports and for getting the reports out before the meeting. He appreciates the arrangements that Candice made, and if it wasn't for the quality of staff, this board would have a lot of problems.

Grace Merkes echoed Bob Flint's comments and thanked everyone for the work that they do. Also, she said she doesn't eat much kelp although the presentations were educational and interesting.

Rob Lindsey thanked the staff and said the presentations were interesting. He learned a lot at the IOSC, and he would like to see CIRCAC develop a video to present at the next IOSC meeting.

Deric Marcorelle spent a lot of time in Kodiak over the years in his work so really enjoyed being there for the meeting.

John Williams thanked the staff for setting up the technology for him to join the meeting today remotely. He thought both of the presentations were excellent, and the tsunami/earthquake presentations were better than others he has seen.

Sue Saupe thanked everyone and said she enjoyed being in Kodiak.

Vinnie Catalano thanked everyone for their input, and he is looking forward to new projects.

Maddie Jamora thanked everyone for their time and dedication to CIRCAC.

Shaylon Cochran thanked Scott for the wonderful welcome. This is his first time to visit Kodiak, and hopefully he will be able to stay longer on the next visit.

Cassandra Johnson said it was a good meeting and said she is enjoying Kodiak. If a satellite office needs to be opened in Kodiak, she is volunteering to work there.

Candice Elias said it was a great meeting, and she hopes that everyone's accommodations were good. If you need anything for the December meeting, please contact her. This is her first visit to Kodiak, and she thinks it is a beautiful place.

Gary Fandrei appreciates all the work the staff does in putting these meetings together and said it was a pleasure and an honor to preside over the meeting. He is sorry that Hans Rodvik decided to move, but he wishes him the best.

The meeting adjourned at 1:42 p.m.

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11/25/24
Accrual Basis

Cook Inlet RCAC
2024 Operating & Projects Budget
January 1 through November 1, 2024

	Jan 1 - Nov 1, 24	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Charter Fund Companies	1,743,549.50	1,743,549.48	0.02	100.0%
4100 · Interest Income	84,516.51	0.00	84,516.51	100.0%
Total Income	1,828,066.01	1,743,549.48	84,516.53	104.8%
Gross Profit	1,828,066.01	1,743,549.48	84,516.53	104.8%
Expense				
Operating Expenses				
5010 · Wage Expense (Payroll)	615,551.80	735,000.00	-119,448.20	83.7%
5020 · Payroll Tax Expense	52,133.35	75,950.00	-23,816.65	68.6%
5030 · Retirement Expense	19,987.90	42,000.00	-22,012.10	47.6%
5050 · Employee Leave Policy	43,068.04	101,500.00	-58,431.96	42.4%
5140 · Employee Insurance Expense	104,212.54	150,000.00	-45,787.46	69.5%
5150 · Council Insurance Expense	27,118.60	41,000.00	-13,881.40	66.1%
5210 · Rent Expense - Kenai	20,380.00	24,500.00	-4,120.00	83.2%
5215 · Rent Expense - Offsite	7,500.00	9,000.00	-1,500.00	83.3%
5216 · Incidental Office Expenses	5,889.35	9,000.00	-3,110.65	65.4%
5220 · Utilities Expense	4,848.80	9,500.00	-4,651.20	51.0%
5230 · Telephone Expense - Kenai	8,287.92	12,000.00	-3,712.08	69.1%
5235 · Telephone Expense - Off-Site	4,269.49	7,000.00	-2,730.51	61.0%
5240 · Teleconference Expense - Kenai	658.90	3,500.00	-2,841.10	18.8%
5310 · Office Supplies Expense - Kenai	3,743.01	5,000.00	-1,256.99	74.9%
5315 · Office Supplies Expense - Off-S	269.15	1,000.00	-730.85	26.9%
5320 · Office Equipment Expense - Kena	1,711.21	7,000.00	-5,288.79	24.4%
5330 · Office Furniture Expense - Kena	0.00	1,000.00	-1,000.00	0.0%
5335 · Office Furniture Expense - Offs	0.00	500.00	-500.00	0.0%
5340 · Computer Hardware Expense Kenai	377.98	3,000.00	-2,622.02	12.6%
5345 · Computer Hardware Expense-Offsi	1,000.00	7,254.12	-6,254.12	13.8%
5350 · Computer Software Expense Kenai	1,055.54	3,000.00	-1,944.46	35.2%
5355 · Computer Software Expense-Offsi	620.07	1,500.00	-879.93	41.3%
5360 · Office Equip. Repair & Main - K	4,245.34	8,000.00	-3,754.66	53.1%
5380 · General Office Fees	2,172.69	2,000.00	172.69	108.6%
5390 · Technology Consultation	3,457.50	6,000.00	-2,542.50	57.6%
5410 · Advertising Expense	1,012.34	3,500.00	-2,487.66	28.9%
5420 · Misc. Public Relations	545.00	2,500.00	-1,955.00	21.8%
5430 · Subscriptions Expense	1,545.20	2,700.00	-1,154.80	57.2%
5450 · Membership Expense	859.91	1,500.00	-640.09	57.3%
5510 · Postage Expense	417.26	2,500.00	-2,082.74	16.7%
5610 · Miscellaneous Expense	1,479.88	13,449.49	-11,969.61	11.0%
5620 · Staff Training	0.00	5,000.00	-5,000.00	0.0%
6010 · Admin Council Meeting Expense	12,492.99	13,000.00	-507.01	96.1%
6020 · Admin Exec. Committee Mtg Exp	0.00	500.00	-500.00	0.0%
6030 · Admin EMC Committee Mtg Expense	6,032.05	9,000.00	-2,967.95	67.0%
6040 · Admin PROPS Committee Expense	1,092.84	3,000.00	-1,907.16	36.4%
6050 · Admin PROTOCOL CommitteeExpense	0.00	500.00	-500.00	0.0%
6060 · Admin Public Outreach Expense	2,673.74	5,000.00	-2,326.26	53.5%
6070 · Admin Non RCAC Mtg Expense	7,163.21	25,000.00	-17,836.79	28.7%
6110 · Council Members Mtg Expense	18,291.42	37,000.00	-18,708.58	49.4%
6120 · Executive Members Mtg Expense	0.00	300.00	-300.00	0.0%
6130 · EMC Member Mtg Expense	3,123.05	9,500.00	-6,376.95	32.9%
6140 · PROPS Member Mtg Expense	5,763.35	9,500.00	-3,736.65	60.7%
6150 · PROTOCOL Member Mtg Expense	186.55	500.00	-313.45	37.3%
6170 · Non RCAC Member Mtg Expense	641.70	3,750.00	-3,108.30	17.1%
6500 · Transcribing Services	5,137.50	15,000.00	-9,862.50	34.3%
7310 · Legal Expense	10,000.00	15,000.00	-5,000.00	66.7%
7410 · CPA Expense	8,775.00	14,050.00	-5,275.00	62.5%
8000 · Legislative Monitoring Expense	13,200.00	15,500.00	-2,300.00	85.2%
8010 · Legislative Travel Expense	0.00	2,000.00	-2,000.00	0.0%
Total Operating Expenses	1,032,992.17	1,474,453.61	-441,461.44	70.1%
7010 · Council Projects				
Special Opportunities				
219401 · 19 Special Opportunites	0.00	7,000.00	-7,000.00	0.0%
223401 · 23 Special Opportunities	0.00	15,000.00	-15,000.00	0.0%
Total Special Opportunities	0.00	22,000.00	-22,000.00	0.0%
Financial Audit				
222378 · 22 Financial Audit	2,900.00	2,900.00	0.00	100.0%
223378 · 23 Financial Audit	4,966.46	4,966.46	0.00	100.0%
224378 · 24 Financial Audit	6,971.71	20,000.00	-13,028.29	34.9%
Total Financial Audit	14,838.17	27,866.46	-13,028.29	53.2%
Total 7010 · Council Projects	14,838.17	49,866.46	-35,028.29	29.8%
7030 · EMC Professional Services				

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	Jan 1 - Nov 1, 24	Budget	$ Over Budget	% of Budget
Biological and Chemical Environ				
Intertidal Monitoring				
019432 · 19 USDI NPS Subtidal & Intertid	0.00	690.69	-690.69	0.0%
73272 · 03 KPB Intertidal Monitoring	1,655.10	1,675.84	-20.74	98.8%
318432 · 18 Intertidal Monitoring	7,621.17	14,770.19	-7,149.02	51.6%
319432 · 19 Intertidal Monitoring	0.00	21,330.33	-21,330.33	0.0%
322432 · 22 Intertidal Monitoring	0.00	20,000.00	-20,000.00	0.0%
323432 · 23 Intertidal Monitoring	0.00	15,000.00	-15,000.00	0.0%
324432 · 24 Intertidal Monitoring	0.00	30,000.00	-30,000.00	0.0%
Total Intertidal Monitoring	9,276.27	103,467.05	-94,190.78	9.0%
Subtidal Monitoring				
316380 · 16 Subtidal Monitoring	12,448.61	12,448.61	0.00	100.0%
318380 · 18 Subtidal Monitoring	6,121.34	15,191.38	-9,070.04	40.3%
320380 · 20 Subtidal Monitoring	0.00	35,000.00	-35,000.00	0.0%
321380 · 21 Subtidal Monitoring	0.00	30,000.00	-30,000.00	0.0%
324380 · 24 Subtidal Monitoring	0.00	30,000.00	-30,000.00	0.0%
Total Subtidal Monitoring	18,569.95	122,639.99	-104,070.04	15.1%
Cook Inlet Beluga				
314420 · 14 Cook Inlet Beluga	5,939.48	5,939.48	0.00	100.0%
321420 · 21 Cook Inlet Beluga	15,000.00	15,000.00	0.00	100.0%
322420 · 22 Cook Inlet Beluga	8,368.52	25,000.00	-16,631.48	33.5%
Total Cook Inlet Beluga	29,308.00	45,939.48	-16,631.48	63.8%
Database/GIS				
021375 · BOEM M21AC00022	77,245.99	131,807.14	-54,561.15	58.6%
022375 · BOEM M21AC00022-2	0.00	103,324.00	-103,324.00	0.0%
023375 · BOEM M21AC00022-3	0.00	51,828.00	-51,828.00	0.0%
315375 · 15 Datebase/GIS	293.68	5,464.78	-5,171.10	5.4%
316375 · 16 Database/GIS	0.00	10,000.00	-10,000.00	0.0%
322375 · 22 Database/GIS	0.00	10,000.00	-10,000.00	0.0%
Total Database/GIS	77,539.67	312,423.92	-234,884.25	24.8%
Stakeholder Education				
314316 · 14 Stakeholder Education	5,200.00	5,883.41	-683.41	88.4%
315316 · 15 Stakeholders Education	0.00	5,000.00	-5,000.00	0.0%
319316 · 19 Stakeholders Education	0.00	5,000.00	-5,000.00	0.0%
Total Stakeholder Education	5,200.00	15,883.41	-10,683.41	32.7%
Total Biological and Chemical Environ	139,893.89	600,353.85	-460,459.96	23.3%
Coastal Habitat Mapping Program				
ShoreZone Surveys				
321412 · 21 ShoreZone Surveys	122.40	18,277.80	-18,155.40	0.7%
322412 · 22 ShoreZone Surveys	0.00	55,000.00	-55,000.00	0.0%
323412 · 23 ShoreZone Surveys	0.00	80,000.00	-80,000.00	0.0%
324412 · 24 ShoreZone Surveys	0.00	60,000.00	-60,000.00	0.0%
Total ShoreZone Surveys	122.40	213,277.80	-213,155.40	0.1%
Benthic Habitats/Kelp				
313422 · 13 Benthic Habitats/Kelp	5,302.66	5,438.76	-136.10	97.5%
317422 · 17 Benthic Habitats/Kelp	0.00	12,500.00	-12,500.00	0.0%
319422 · 19 Benthic Habitats/Kelp	0.00	15,000.00	-15,000.00	0.0%
320422 · 20 Benthic Habitats/Kelp	0.00	25,000.00	-25,000.00	0.0%
323422 · 23 Benthic Habitats/Kelp	0.00	20,000.00	-20,000.00	0.0%
Total Benthic Habitats/Kelp	5,302.66	77,938.76	-72,636.10	6.8%
Exhibits & Outreach				
313493 · 13 Exhibits & Outreach	967.33	1,905.67	-938.34	50.8%
315493 · 15 Exhibits & Outreach	0.00	5,000.00	-5,000.00	0.0%
317493 · 17 Exhibits & Outreach	0.00	10,000.00	-10,000.00	0.0%
Total Exhibits & Outreach	967.33	16,905.67	-15,938.34	5.7%
Integrated Web Site				
317430 · 17 Shore Station Data & Web	1,210.47	25,000.00	-23,789.53	4.8%
318430 · 18 Shore Station Data & Web	0.00	15,000.00	-15,000.00	0.0%
Total Integrated Web Site	1,210.47	40,000.00	-38,789.53	3.0%
Shorezone: Oil Spill Response Tool				
314386 · 14 Cook Inlet Response Tool	355.28	2,043.88	-1,688.60	17.4%
315386 · 15 Cook Inlet Response Tool	0.00	10,000.00	-10,000.00	0.0%
318386 · 18 Cook Inlet Response Tool	0.00	22,490.58	-22,490.58	0.0%
321386 · 21 Cook Inlet Response Tool	0.00	10,000.00	-10,000.00	0.0%

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	Jan 1 - Nov 1, 24	Budget	$ Over Budget	% of Budget
322386 · 22 Cook Inlet Response Tool	0.00	20,000.00	-20,000.00	0.0%
Total Shorezone: Oil Spill Response Tool	355.28	64,534.46	-64,179.18	0.6%
Total Coastal Habitat Mapping Program	7,958.14	412,656.69	-404,698.55	1.9%
Physical Oceanography Program				
Ocean Observing				
74501 · KPB Ocean Observing	5,359.47	5,359.47	0.00	100.0%
321511 · 21 Ocean Observing	8,031.51	8,031.51	0.00	100.0%
322511 · 22 Ocean Observing	30,000.00	30,000.00	0.00	100.0%
323511 · 23 Ocean Observing	20,911.91	60,000.00	-39,088.09	34.9%
Total Ocean Observing	64,302.89	103,390.98	-39,088.09	62.2%
CI Trajectory Modeling				
314372 · 14 CI Trajectory Modeling	0.00	10,000.00	-10,000.00	0.0%
316372 · 16 CI Trajectory Modeling	0.00	10,000.00	-10,000.00	0.0%
Total CI Trajectory Modeling	0.00	20,000.00	-20,000.00	0.0%
Accessible Data				
74301 · KPB Accessible Data	4,014.65	4,014.65	0.00	100.0%
Total Accessible Data	4,014.65	4,014.65	0.00	100.0%
Total Physical Oceanography Program	68,317.54	127,405.63	-59,088.09	53.6%
Technical Review Program				
NPDES Permit Monitoring Plan Coordination				
316377 · 16 Discharge Monitoring Plans	0.00	13,451.68	-13,451.68	0.0%
320377 · 20 Discharge Monitoring Plans	0.00	5,000.00	-5,000.00	0.0%
Total NPDES Permit Monitoring Plan Coordination	0.00	18,451.68	-18,451.68	0.0%
Ballast Water Catalog				
38501 · 08 Ballast Water Catalog	0.00	2,599.80	-2,599.80	0.0%
39501 · 09 Ballast Water Catalog	0.00	3,000.00	-3,000.00	0.0%
311501 · 11 Ballast Water Catalog	0.00	957.50	-957.50	0.0%
314501 · 14 Ballast Water Catalog	0.00	3,500.00	-3,500.00	0.0%
Total Ballast Water Catalog	0.00	10,057.30	-10,057.30	0.0%
Timely Guideline and Permit Reviews				
317374 · 17 Permits/Effluent Guidelines	0.00	4,041.03	-4,041.03	0.0%
319374 · 19 Permits/Effluent Guidelines	0.00	10,000.00	-10,000.00	0.0%
320374 · 20 Permits/Effluent Guidelines	0.00	10,000.00	-10,000.00	0.0%
Total Timely Guideline and Permit Reviews	0.00	24,041.03	-24,041.03	0.0%
Discharge Monitoring Reports				
314337 · 14 Discharge Monitoring Reports	0.00	17,371.60	-17,371.60	0.0%
316337 · 16 Discharge Monitoring Reports	0.00	10,000.00	-10,000.00	0.0%
317337 · 17 Discharge Monitoring Reports	0.00	5,000.00	-5,000.00	0.0%
Total Discharge Monitoring Reports	0.00	32,371.60	-32,371.60	0.0%
Timely Reviews/Council Advice				
39491 · 09 Timely Review/Council Advice	0.00	237.95	-237.95	0.0%
313491 · 13 Timely Review/Council Advice	0.00	2,000.00	-2,000.00	0.0%
315491 · 15 Timely Review/Council Advice	0.00	5,000.00	-5,000.00	0.0%
317491 · 17 Timely Review/Council Advice	0.00	15,000.00	-15,000.00	0.0%
Total Timely Reviews/Council Advice	0.00	22,237.95	-22,237.95	0.0%
Total Technical Review Program	0.00	107,159.56	-107,159.56	0.0%
Oil Fate and Effects Program				
Modeling Workgroup				
314223 · 14 Modeling Workgroup	0.00	4,923.51	-4,923.51	0.0%
320223 · 20 Modeling Workgroup	0.00	10,000.00	-10,000.00	0.0%
Total Modeling Workgroup	0.00	14,923.51	-14,923.51	0.0%
Surface and Dispersed Oil				
314502 · 14 Surface and Dispersed Oil	244.17	244.17	0.00	100.0%
317502 · 17 Surface and Dispersed Oil	1,612.16	9,713.12	-8,100.96	16.6%
318502 · 18 Surface and Dispersed Oil	0.00	15,000.00	-15,000.00	0.0%
320502 · 20 Surface and Dispersed Oil	0.00	20,000.00	-20,000.00	0.0%
323502 · 23 Surface and Dispersed Oil	0.00	20,000.00	-20,000.00	0.0%
Total Surface and Dispersed Oil	1,856.33	64,957.29	-63,100.96	2.9%
Total Oil Fate and Effects Program	1,856.33	79,880.80	-78,024.47	2.3%

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	Jan 1 - Nov 1, 24	Budget	$ Over Budget	% of Budget
Other				
Committee Education				
317338 · 17 Committee Education	3,101.84	3,101.84	0.00	100.0%
319388 · 19 Committee Education	851.90	10,000.00	-9,148.10	8.5%
Total Committee Education	3,953.74	13,101.84	-9,148.10	30.2%
Public Education				
317306 · 17 Public Education	1,106.05	1,106.05	0.00	100.0%
318306 · 18 Public Education	4,271.73	25,000.00	-20,728.27	17.1%
Total Public Education	5,377.78	26,106.05	-20,728.27	20.6%
Project Managment Tools				
317508 · 17 Project Management Tools	2,886.13	9,066.03	-6,179.90	31.8%
322508 · 22 Project Management Tools	0.00	5,000.00	-5,000.00	0.0%
323508 · 23 Project Management Tools	0.00	10,000.00	-10,000.00	0.0%
Total Project Managment Tools	2,886.13	24,066.03	-21,179.90	12.0%
Special Opportunities				
322382 · 22 Special Opportunities	2,500.00	4,370.92	-1,870.92	57.2%
323382 · 23 Special Opportunities	0.00	17,500.00	-17,500.00	0.0%
323382S · 23 Field Skiff	0.00	41,500.00	-41,500.00	0.0%
324382S · 24 Field Skiff	0.00	5,000.00	-5,000.00	0.0%
Total Special Opportunities	2,500.00	68,370.92	-65,870.92	3.7%
Total Other	14,717.65	131,644.84	-116,927.19	11.2%
Total 7030 · EMC Professional Services	232,743.55	1,459,101.37	-1,226,357.82	16.0%
7040 · PROPS Program Expense				
PROPS GRS				
Geographic Response Strategies				
418264 · 18 GRS	5,253.05	5,253.05	0.00	100.0%
420264 · 20 GRS	16,372.70	35,000.00	-18,627.30	46.8%
421264 · 21 GRS	0.00	5,000.00	-5,000.00	0.0%
422264 · 22 GRS	0.00	4,000.00	-4,000.00	0.0%
423264 · 23 GRS	0.00	30,000.00	-30,000.00	0.0%
424364 · 24 GRS	0.00	40,000.00	-40,000.00	0.0%
Total Geographic Response Strategies	21,625.75	119,253.05	-97,627.30	18.1%
Total PROPS GRS	21,625.75	119,253.05	-97,627.30	18.1%
Prevention and Response Program				
Oil Spills and Drills				
418386 · 18 Oil Spills & Drills	3,092.11	4,862.57	-1,770.46	63.6%
419386 · 19 - Oil Spills & Drills	0.00	10,000.00	-10,000.00	0.0%
424386 · 24 Oil Spills & Drills	0.00	1,015.00	-1,015.00	0.0%
417146 · 17 Federal OS Preparedness REQ	0.00	4,984.05	-4,984.05	0.0%
418146 · 18 Federal OS Preparedness REQ	0.00	5,000.00	-5,000.00	0.0%
420146 · 20 Federal OS Preparedness REQ	0.00	5,000.00	-5,000.00	0.0%
Total Oil Spills and Drills	3,092.11	30,861.62	-27,769.51	10.0%
Response Support Equipment				
410418 · 10 Response Support Equipment	1,866.97	1,901.08	-34.11	98.2%
411418 · 11 Response Support Equipment	0.00	1,500.00	-1,500.00	0.0%
413418 · 13 Response Support Equipment	0.00	5,000.00	-5,000.00	0.0%
415418 · 15 Response Support Equipment	0.00	2,000.00	-2,000.00	0.0%
Total Response Support Equipment	1,866.97	10,401.08	-8,534.11	17.9%
Geographic Response Inventory Data				
423389 · 23 GRID	127.35	12,347.85	-12,220.50	1.0%
424389 · 24 GRID	0.00	20,000.00	-20,000.00	0.0%
Total Geographic Response Inventory Data	127.35	32,347.85	-32,220.50	0.4%
Potential Places of Refuge				
48287 · 08 Potential Places of Refuge	0.00	1,265.47	-1,265.47	0.0%
Total Potential Places of Refuge	0.00	1,265.47	-1,265.47	0.0%
Cook Inlet Response Tool				
413366 · 13 Cook Inlet Response Tool	0.00	1,689.84	-1,689.84	0.0%
414366 · 14 Cook Inlet Response Tool	0.00	15,000.00	-15,000.00	0.0%
415366 · 15 Cook Inlet Response Tool	0.00	50,000.00	-50,000.00	0.0%
417366 · 17 Cook Inlet Response Tool	0.00	25,000.00	-25,000.00	0.0%
418366 · 18 Cook Inlet Response Tool	0.00	8,000.00	-8,000.00	0.0%
419366 · 19 Cook Inlet Response Tool	0.00	10,000.00	-10,000.00	0.0%

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Total Cook Inlet Response Tool	0.00	109,689.84	-109,689.84	0.0%
CI Trajectory Modeling Study				
414372 · 14 CI Trajectory Modeling Study	5,420.88	34,809.25	-29,388.37	15.6%
415372 · 15 CI Trajectory Modeling Study	0.00	25,000.00	-25,000.00	0.0%
416372 · 16 CI Trajectory Modeling Study	0.00	25,000.00	-25,000.00	0.0%
417372 · 17 CI Trajectory Modeling Study	0.00	15,000.00	-15,000.00	0.0%
418372 · 18 CI Trajectory Modeling Study	0.00	15,000.00	-15,000.00	0.0%
423372 · 23 CI Trajectory Modeling Study	0.00	16,000.00	-16,000.00	0.0%
424372 · 24 CI Trajectory Modeling Study	0.00	5,000.00	-5,000.00	0.0%
Total CI Trajectory Modeling Study	5,420.88	135,809.25	-130,388.37	4.0%
Total Prevention and Response Program	10,507.31	320,375.11	-309,867.80	3.3%
Risk Assessment Program				
Pipelines & Facilities				
012208 · Pipeline Study Grant	0.00	0.00	0.00	0.0%
418208 · 18 Pipelines & Facilities	0.00	11,796.72	-11,796.72	0.0%
419208 · 19 Pipeline & Facilities	0.00	15,000.00	-15,000.00	0.0%
Total Pipelines & Facilities	0.00	26,796.72	-26,796.72	0.0%
Vessel Docking & Vessel Assist				
44368 · 04 Vessel Docking & Assistance	0.00	2,182.20	-2,182.20	0.0%
416369 · 16 Escort & Assist Tug Panel	0.00	6,000.00	-6,000.00	0.0%
418369 · 18 Escort & Assist Tug Panel	0.00	3,000.00	-3,000.00	0.0%
Total Vessel Docking & Vessel Assist	0.00	11,182.20	-11,182.20	0.0%
Harbor Safety				
417305 · 17 Harbor Safety	2,872.63	2,872.63	0.00	100.0%
418305 · 18 Harbor Safety	714.46	2,000.00	-1,285.54	35.7%
419305 · 19 - Harbor Safety	0.00	10,000.00	-10,000.00	0.0%
421305 · 21 Harbor Safety	0.00	10,000.00	-10,000.00	0.0%
Total Harbor Safety	3,587.09	24,872.63	-21,285.54	14.4%
Platforms D.R. & R.				
411391 · 11 Platforms D.R & R	0.00	1,456.43	-1,456.43	0.0%
414391 · 14 Platforms D.R.&R.	0.00	3,000.00	-3,000.00	0.0%
415391 · 15 Platforms D.R & R	0.00	3,000.00	-3,000.00	0.0%
418391 · 18 Platforms D.R & R	0.00	5,000.00	-5,000.00	0.0%
Total Platforms D.R. & R.	0.00	12,456.43	-12,456.43	0.0%
Vessel Traffic Study				
423392 · 23 Vessel Traffic Study	5,000.00	21,155.00	-16,155.00	23.6%
424392 · 24 Vessel Traffic Study	0.00	15,000.00	-15,000.00	0.0%
Total Vessel Traffic Study	5,000.00	36,155.00	-31,155.00	13.8%
Ice Monitoring Network				
422425 · 22 Ice Monitoring Network	14,067.98	14,067.98	0.00	100.0%
423425 · 23 Ice Monitoring Network	33,501.03	34,000.00	-498.97	98.5%
424425 · 24 Ice Monitoring Network	0.00	35,000.00	-35,000.00	0.0%
Total Ice Monitoring Network	47,569.01	83,067.98	-35,498.97	57.3%
Total Risk Assessment Program	56,156.10	194,530.96	-138,374.86	28.9%
Committee & Community Awareness				
Welcome to Cook Inlet				
421503 · 21 Welcome to Cook Inlet	0.00	30,673.52	-30,673.52	0.0%
422503 · 22 Welcome to Cook Inlet	0.00	25,000.00	-25,000.00	0.0%
423503 · 23 Welcome to Cook Inlet	0.00	30,500.00	-30,500.00	0.0%
424503 · 24 Welcome to Cook Inlet	0.00	20,000.00	-20,000.00	0.0%
Total Welcome to Cook Inlet	0.00	106,173.52	-106,173.52	0.0%
Covid 19				
421523 · 21 How Covid-19 Changed US	0.00	821.96	-821.96	0.0%
422523 · 22 - How Covid-19 Changed US	0.00	5,000.00	-5,000.00	0.0%
Total Covid 19	0.00	5,821.96	-5,821.96	0.0%
Committee Education/Travel				
419376 · 19 Committee Education & Travel	18,568.37	26,420.43	-7,852.06	70.3%
420376 · 20 Committee Education & Travel	0.00	15,000.00	-15,000.00	0.0%
421376 · 21 Committee Education & Travel	0.00	5,000.00	-5,000.00	0.0%
423376 · 23 Committee Education & Travel	0.00	4,000.00	-4,000.00	0.0%
424376 · 24 Committee Education & Travel	0.00	5,000.00	-5,000.00	0.0%
Total Committee Education/Travel	18,568.37	55,420.43	-36,852.06	33.5%

Cook Inlet RCAC
2024 Operating & Projects Budget
January 1 through November 1, 2024

	Jan 1 - Nov 1, 24	Budget	$ Over Budget	% of Budget
Total Committee & Community Awareness	18,568.37	167,415.91	-148,847.54	11.1%
PROPS Special Opportunities				
Scholarship				
423544 · 23 Scholarship	1,500.00	1,500.00	0.00	100.0%
424544 · 24 Scholarship	2,250.00	4,000.00	-1,750.00	56.3%
Total Scholarship	3,750.00	5,500.00	-1,750.00	68.2%
Special Opportunities				
420344 · 20 Special Opportunities	2,737.45	4,273.44	-1,535.99	64.1%
421344 · 21 Special Opportunities	0.00	10,000.00	-10,000.00	0.0%
422344 · 22 Special Opportunities	0.00	22,500.00	-22,500.00	0.0%
423344 · 23 Special Opportunities	0.00	16,000.00	-16,000.00	0.0%
424344 · 24 Special Opportunties	0.00	6,000.00	-6,000.00	0.0%
Total Special Opportunities	2,737.45	58,773.44	-56,035.99	4.7%
Total PROPS Special Opportunities	6,487.45	64,273.44	-57,785.99	10.1%
Total 7040 · PROPS Program Expense	113,344.98	865,848.47	-752,503.49	13.1%
7050 · Protocol Control Professional				
Projects				
Contingency Plan Reviews				
523393 · 23 Contingency Plan Reviews	2,871.25	30,142.17	-27,270.92	9.5%
524393 · 24 Contingency Plan Reviews	0.00	10,000.00	-10,000.00	0.0%
Total Contingency Plan Reviews	2,871.25	40,142.17	-37,270.92	7.2%
Regulation Development				
522292 · 22 Regulation Development	234.72	234.72	0.00	100.0%
523292 · 23 regulation Developement	1,846.53	16,831.25	-14,984.72	11.0%
524292 · 24 Regulation Development	0.00	5,000.00	-5,000.00	0.0%
Total Regulation Development	2,081.25	22,065.97	-19,984.72	9.4%
Total Projects	4,952.50	62,208.14	-57,255.64	8.0%
Special Opportunities				
520396 · 20 Special Opportunities	4,400.90	4,400.90	0.00	100.0%
521396 · 21 Special Opportunities.	1,833.68	10,000.00	-8,166.32	18.3%
523396 · 23 Special Opportunities	0.00	3,500.00	-3,500.00	0.0%
524396 · 24 Special Opportunities	0.00	5,000.00	-5,000.00	0.0%
Total Special Opportunities	6,234.58	22,900.90	-16,666.32	27.2%
Total 7050 · Protocol Control Professional	11,187.08	85,109.04	-73,921.96	13.1%
7060 · Public Involvement Professional				
Annual Report				
622397 · 22 Annual Report	240.00	2,814.37	-2,574.37	8.5%
623397 · 23 Annual Report	0.00	10,000.00	-10,000.00	0.0%
624397 · 24 Annual Report	0.00	4,000.00	-4,000.00	0.0%
Total Annual Report	240.00	16,814.37	-16,574.37	1.4%
Communications				
620398 · 20 Communications	630.00	1,214.48	-584.48	51.9%
621398 · 21 Communications	0.00	2,000.00	-2,000.00	0.0%
622398 · 22 Communications	0.00	2,000.00	-2,000.00	0.0%
623398 · 23 Communications	0.00	2,000.00	-2,000.00	0.0%
622498 · 22 Website	0.00	4,966.60	-4,966.60	0.0%
623498 · 23 Website	0.00	10,000.00	-10,000.00	0.0%
624405 · 24 Special Projects	0.00	1,500.00	-1,500.00	0.0%
Total Communications	630.00	23,681.08	-23,051.08	2.7%
Community Visits				
619399 · 19 Community Visits	877.53	1,015.44	-137.91	86.4%
620399 · 20 Commuinty Visits	0.00	2,000.00	-2,000.00	0.0%
621399 · 21 Community Visits	0.00	1,000.00	-1,000.00	0.0%
622399 · 22 Community Visits	0.00	1,000.00	-1,000.00	0.0%
623399 · 23 Community Visits	0.00	5,000.00	-5,000.00	0.0%
624399 · 24 Community Visits	0.00	10,000.00	-10,000.00	0.0%
Total Community Visits	877.53	20,015.44	-19,137.91	4.4%
Advertising & Promotions				
623402 · 23 Advertising, Print & Media	11,644.06	11,644.06	0.00	100.0%
624402 · 24 Advertising, Print & Media	1,835.06	5,000.00	-3,164.94	36.7%
621402B · 21 Promotional Items	2,000.00	2,000.00	0.00	100.0%
622402B · 22 Promotional Items	2,000.00	2,000.00	0.00	100.0%
623402B · 23 Promotional Items	1,673.00	5,000.00	-3,327.00	33.5%

1:23 PM
11/25/24
Accrual Basis

Cook Inlet RCAC
2024 Operating & Projects Budget
January 1 through November 1, 2024

	Jan 1 - Nov 1, 24	Budget	$ Over Budget	% of Budget
624402B · 24 Promotional Items	0.00	1,500.00	-1,500.00	0.0%
Total Advertising & Promotions	19,152.12	27,144.06	-7,991.94	70.6%
Conferences				
621400 · 21 Conferences	2,801.13	2,801.13	0.00	100.0%
622400 · 22 Conferences	5,000.00	5,000.00	0.00	100.0%
623400 · 23 Conferences	4,410.88	5,000.00	-589.12	88.2%
624400 · 24 Conferences	0.00	6,000.00	-6,000.00	0.0%
Total Conferences	12,212.01	18,801.13	-6,589.12	65.0%
Memberships & Sponsorships				
622403C · 22 Other Opportunities	286.39	2,579.24	-2,292.85	11.1%
623403C · 23 Other Opportunities	0.00	2,000.00	-2,000.00	0.0%
623404 · 23 Professional Development	297.00	5,000.00	-4,703.00	5.9%
624404 · 24 Professional Development	0.00	5,000.00	-5,000.00	0.0%
Total Memberships & Sponsorships	583.39	14,579.24	-13,995.85	4.0%
Public Recruitment				
617396 · 17 Public Recruitment	52.91	57.38	-4.47	92.2%
618396 · 18 Public Recruitment	0.00	1,000.00	-1,000.00	0.0%
619396B · 19 Travel - Drill & Site Tours	102.91	102.91	0.00	100.0%
620396B · 20 Travel - Drill & Site Tours	117.98	1,000.00	-882.02	11.8%
621396B · 21 Drill & Site Tour	0.00	1,000.00	-1,000.00	0.0%
622396B · 22 Drill & Site Tour	0.00	1,000.00	-1,000.00	0.0%
623396B · 23 Drill & Site Tours	0.00	1,000.00	-1,000.00	0.0%
623396 · 23 Travel	398.14	5,000.00	-4,601.86	8.0%
624396 · 24 Travel	0.00	5,000.00	-5,000.00	0.0%
Total Public Recruitment	671.94	15,160.29	-14,488.35	4.4%
Total 7060 · Public Involvement Professional	34,366.99	136,195.61	-101,828.62	25.2%
Total Expense	1,439,472.94	4,070,574.56	-2,631,101.62	35.4%
Net Ordinary Income	388,593.07	-2,327,025.08	2,715,618.15	-16.7%
Net Income	**388,593.07**	**-2,327,025.08**	**2,715,618.15**	**-16.7%**

1:25 PM
11/25/24
Accrual Basis

Cook Inlet RCAC
Statement of Financial Position
As of November 1, 2024

	Nov 1, 24
ASSETS	
Current Assets	
Checking/Savings	
1000 · OPS Wells Fargo	6,581.98
1020 · NOW Wells Fargo	46,055.73
1040 · First National Bank of Alaska	2,684,998.75
1050 · Key Bank of Alaska (OPS)	57,780.35
1060 · New Key MMDA	57,015.64
1070 · CU1 checking (NOW)	96,614.01
1075 · CU1 savings	11.30
Total Checking/Savings	2,949,057.76
Other Current Assets	1,576.33
Total Current Assets	2,950,634.09
Fixed Assets	49,103.12
TOTAL ASSETS	**2,999,737.21**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	15,550.33
Credit Cards	
2071 · FNBA - Saupe - 0398	11,536.36
2072 · FNBA - Jamora - 7497	1,005.00
2074 · FNBA - Cochran - 2897	3,396.27
2076 · FNBA - Munger - 0992	1,874.97
2077 · FNBA - Catalano - 7361	2,797.93
Total Credit Cards	20,610.53
Other Current Liabilities	81,844.21
Total Current Liabilities	118,005.07
Long Term Liabilities	9,421.00
Total Liabilities	127,426.07
Equity	-1,999,318.15
TOTAL LIABILITIES & EQUITY	**-1,871,892.08**

BOARD OF DIRECTORS MEETING

December 6th, 2024

Action Item

AGENDA ITEM: Proposed 2025 Operating and Program Budgets

DESCRIPTION OF AGENDA ITEM:

For review is the proposed 2025 Operating and Program Budgets, with funding calculations based on a 2.2% CPI increase. The PROPS and Protocol Control Committees have met and reviewed their respective committee draft budgets and work plans and have moved to forward them to the Council for final approval and adoption – these committee budgets are included for review following each applicable staff report. At the time of this writing, the EMC is scheduled to meet on December 2nd to review their respective committee draft budget and work plan, and it is anticipated that the EMC will move to forward their committee budget to the Council for final approval and adoption.

The 2025 budget is presented here for consideration by the Board of Directors.

RECOMMENDED ACTION:

It is recommended – with support of staff and said committees – that the Board of Directors approve and adopt the proposed 2025 Operating and Program Budgets as presented at this December 6th, 2024 meeting.

COOK INLET RCAC 2025 PROPOSED BUDGET

Based only on funds received from the Charter Funding Companies

DRAFT	2024 Budget		2025 Proposed Budget
Revenue			
Charter Funding Companies	**$1,743,549.49**		**$1,781,907.58**
Subtotal	**$1,743,549.49**		**$1,781,907.58**
OPERATING EXPENSES			
Wages			
Wages	$732,000.00		$765,000.00
Payroll Taxes	$75,500.00		$80,000.00
Retirement	$42,000.00		$43,000.00
Subtotal	**$849,500.00**		**$888,000.00**
Liabilities			
Employee Leave Policy	$101,500.00		$101,500.00
Leave Taxes			
Subtotal	**$101,500.00**		**$101,500.00**
Insurance			
Employee Insurance	$150,000.00		$150,000.00
Employee Contributions	($7,500.00)		-$7,500.00
Council & Office Insurance	$36,000.00		$38,000.00
Subtotal	**$178,500.00**		**$180,500.00**
Facilities			
Off-site Office			
Rent	$9,000.00		$9,000.00
Telephone	$7,000.00		$7,000.00
Off-site Office Subtotal	$16,000.00		$16,000.00
Kenai Office			
Rent	$24,500.00		$24,500.00
Utilities	$9,500.00		$6,500.00
Telephone	$12,000.00		$12,000.00
Teleconference	$3,500.00		$1,500.00
Incidental Expenses	$8,500.00		$8,500.00
Kenai Office Subtotal	$58,000.00		$53,000.00
Subtotal	**$74,000.00**		**$69,000.00**

COOK INLET RCAC 2025 PROPOSED BUDGET

Based only on funds received from the Charter Funding Companies

Office		
Supplies/Equipment/Furniture/Computers		
Transcribing Services	$15,000.00	$12,500.00
Office Supplies-Kenai	$5,000.00	$5,000.00
Office Supplies - Off-site	$1,000.00	$1,000.00
General Fees	$1,500.00	$2,500.00
Office Equipment	$7,000.00	$7,000.00
Office Furniture	$1,000.00	$1,000.00
Office Furniture - Off-site	$500.00	$500.00
Computer Hardware	$3,000.00	$3,000.00
Computer Hardware - Off-site	$1,000.00	$2,500.00
Computer Software	$3,000.00	$3,000.00
Computer Software - Off-site	$1,500.00	$1,500.00
Office Equipment Maintenance/Repair	$8,000.00	$8,000.00
Technology Consultation	$4,000.00	$6,000.00
Subtotal	**$51,500.00**	**$53,500.00**
Advertising/Gifts/Subscriptions		
Advertising - Council Related	$3,500.00	$3,500.00
Misc. Public Relations/Gifts	$2,500.00	$2,500.00
Memberships	$1,500.00	$1,500.00
Subscriptions/Publications	$2,500.00	$2,700.00
Subtotal	**$10,000.00**	**$10,200.00**
Postage/Delivery		
Postage	$2,500.00	$2,500.00
Freight	$0.00	
Subtotal	**$2,500.00**	**$2,500.00**
Miscellaneous		
Misc.	$13,449.49	$4,657.58
Staff Training	$5,000.00	$3,000.00
Subtotal	**$18,449.49**	**$7,657.58**
TRAVEL EXPENSES		
Administrative Travel, Meals & Lodging		
Council Meetings	$8,000.00	$15,000.00
Executive Committee Meetings	$500.00	$500.00
EMC Committee Meetings	$8,000.00	$9,000.00
PROPS Committee Meetings	$3,000.00	$3,000.00
Protocol Committee Meetings	$500.00	$500.00

COOK INLET RCAC 2025 PROPOSED BUDGET

Based only on funds received from the Charter Funding Companies

Public Involvement Meetings	$5,000.00		$5,000.00
Non RCAC Meetings	$25,000.00		$25,000.00
Subtotal	**$50,000.00**		**$58,000.00**
Council/Committee Travel, Meals & Lodging			
Council Meetings	$34,000.00		$40,000.00
Executive Committee Meetings	$300.00		$300.00
EMC Committee Meetings	$8,500.00		$9,500.00
PROPS Committee Meetings	$9,000.00		$9,500.00
Protocol Committee Meetings	$500.00		$500.00
Public Involvement Meetings	$0.00		$0.00
Non RCAC Meetings	$3,750.00		$3,750.00
Subtotal	**$56,050.00**		**$63,550.00**
PROFESSIONAL SERVICES			
Professional Services (Workplan Related)			
Council			
EMC	$125,000.00		$125,000.00
PROPS	$105,000.00		$105,000.00
Protocol	$20,000.00		$20,000.00
Public Involvement	$35,000.00		$35,000.00
Subtotal	**$285,000.00**		**$285,000.00**
Legal Expenses			
Legal	$15,000.00		$15,000.00
Subtotal	**$15,000.00**		**$15,000.00**
Certified Public Accountant			
CPA	$14,050.00		$14,000.00
Annual Audit	$20,000.00		$16,000.00
Subtotal	**$34,050.00**		**$30,000.00**
LEGISLATIVE MONITORING EXPENSES			
Legislative Monitoring			
Professional Services	$15,500.00		$15,500.00
Travel	$2,000.00		$2,000.00
Subtotal	**$17,500.00**		**$17,500.00**
TOTALS	**$1,743,549.49**		**$1,781,907.58**

Public Outreach Report – December 2024

Conferences and Meetings

- Pacific Marine Expo (Seattle, Nov. 20-22)

- Ice Week (Seward, Nov. 6-7)

- Alaska Regional Response Team (Anchorage, Sept. 12)

Scholarships

The CIRCAC/Marathon joint AVTEC scholarship applications are now open (deadline is January 15, 2025). The application period for the CIRCAC memorial scholarships will open in January. We will convene a committee to review applications and interview applicants in March. Please contact Shaylon if you are interested in serving on this committee.

Outreach and Education

Working with SkillBridge Intern Kaleena Barnes, we developed an education module to be used in classrooms. Kaleena and I visited Chapman Elementary in Anchor Point on October 16th and spoke to Amanda Friendshuh's third grade class. The program was well received, and we were invited back. Students are given a brief overview of the Exxon Valdez oil spill, including exercises and activities designed to explain the scope of that event, its immediate and ongoing effects, and CIRCAC's role in prevention and response. The program was designed to be modular and used for students as young as 3rd grade and through high school. Kaleena brought a great deal of experience to this project and left us a valuable outreach and education tool.

Upcoming

Alaska Marine Science Symposium (Jan. 27-31, Anchorage)

Alaska Forum on the Environment (Feb. 3-7, Anchorage)

Protocol Control Committee

Since the September Council meeting the Protocol Control Committee met to approve the FY 2025 committee budget.

Additionally, without convening the committee, comments were submitted regarding the second round Request For Additional Information (RFAI) for the Andeavor, LLC Cook Inlet Vessel Oil Discharge Prevention and Contingency Plan. Since the committee had already met and reviewed our initial comments, the comments submitted were a reiteration of the comments not considered by the state of Alaska or the plan holder. By regulation, second round RFAI review periods last 10 days and are restricted to only the information changes made in the first round RFAI. Meaning the entire plan was not open for review, but only those revised parts of the plan in response to the first RFAI. Staff tries to minimize the time burden on the Protocol Control Committee and only brings issues to them that are new, or for instances and circumstances that require their review of information they have not seen or considered.

Cook Inlet RCAC
2024 Protocol Budget
as of October 1, 2024

	2024 Budget	2025 Proposed Budget	2024 Expenses	Total Budget Remaining
Protocol Program Expense				
Protocol Control Professional Projects				
Best Available Technology				0.00
Total Best Available Technology				**0.00**
Contingency Plan Reviews				
Contingency Plan Reviews	40,142.17	10,000.00	2,871.25	47,270.92
Total Contingency Plan Reviews	**40,142.17**	**10,000.00**	**2,871.25**	**47,270.92**
Regulation Development				
Regulation Development	22,065.97	5,000.00	2,081.25	24,984.72
Total Response Support Equipment	**22,065.97**	**5,000.00**	**2,081.25**	**24,984.72**
Total Protocol Program Expense	**62,208.14**	**15,000.00**	**4,952.50**	**72,255.64**
Public Involvement				
Total Committee Education				**0.00**
Special Opportunities				
Special Opportunities	22,900.90	**5,000.00**	6,234.58	21,666.32
Total Special Opportunities	**22,900.90**	**5,000.00**	**6,234.58**	**21,666.32**
Total Special Opportunities	**22,900.90**	**5,000.00**	**6,234.58**	**21,666.32**
Total Protocol Program Expense/Budget	**85,109.04**	**20,000.00**	**11,187.08**	**93,921.96**

PROPS Staff Report

Mariculture GRS Development
Staff has been in discussion with the original Geographic Response Strategies (GRS) contractor, Cook Inlet Spill Prevention and Response Inc. (CISPRI), Alaska Department of Environmental Conservation (ADEC), U.S. Coast Guard (USCG) and soon selected mariculture farmers to develop four mariculture sites in our area of responsibility and area of concern. The test sites will serve to represent other similar mariculture resource sites around the state. The data collection process and data entry will be captured using "Field App", a data collection application developed for this purpose. All collected data will then be submitted to the GRS subcommittee for review, approval, and inclusion into the GRS catalog.

Theses sites and the data collected are also a part of a bigger effort. That effort is directly focused on the process of data collection, management, and manipulation for GRS to Geographic Information System (GIS) data entry. This process will be organized and captured to allow future agency personnel to collect and enter data for existing/new GRS sites when a site status changes. For example, a Tier 1 site is visited, and site data is verified or changed. Physically visiting a Tier 1 site collecting or verifying response data moves that site to a Tier 2 category or the development of a new site, like the mariculture GRS project. The purpose of visiting any GRS site can be for various reasons such as training, preparation for a deployment, or as in this case for the development of a new site. In all cases, information about the site should be verified and changed if needed to more accurately represent the site and the response strategies planned for the site. When this occurs, it is necessary to ensure that the data collection, entry into Filed App, and final entry into the GRS/GIS catalog data base is done the same way each time to guarantee a repeatable outcome regarding the representation and accuracy of that site's response strategies.

The four sites will be split evenly between Kachemak Bay area and Kodiak Island area (two sites at each location). Shellfish and kelp farms are the focus for protection strategies.

Future work will include meetings with the various participants to finalize the project scope and deliverable work products. Once a path forward is defined, staff will begin the work of establishing a timeline, logistical needs, on site personnel (agency and response personnel participants), and site-specific response strategy considerations.

CIRCAC Ice Monitoring Cameras
Staff worked with ACS and Kachemak Electric to determine the feasibility of replacing data carrier circuitry with Fiber Wireless (FiWi) connectivity at the Kenai River (mouth) Ice Monitoring camera location. This required ACS technicians to verify line-of-sight from the camera location to the nearest cellular tower and consultation with Kachemak Electric to determine what if any electrical changes were needed. Line-of-sight to the nearest cellular tower was verified by ACS technicians and Kachemak Electric verified no electrical modifications were required to accomplish the circuit change. Staff authorized ACS to proceed with disconnecting the land line circuitry to install FiWi circuitry. The work was completed on September 11, 2024.

This circuit change will provide faster internet speeds to improve camera control and resolution refresh rates and ease operational demands on City of Kenai personnel. Currently staff is working to evaluate the condition and function of the camera to determine its ability to perform as needed.

The Vessel Traffic Study
CIRCAC staff and our contractor have been working to collect and analyze annual data to update the Vessel Traffic Study. The annual update provides comprehensive data for a three-year study renewal. Currently staff is working with the Harbor Safety Committee to conduct a fuel analysis for vessels transiting Cook Inlet. This data combined with the vessel traffic transit information supplied by the Marine Exchange of Alaska will help to expand our understanding of the risk threat that exists in the Inlet. Staff is considering a revamp of the 3-year

study renewal in favor of an annual update (on an as needed basis). If data collection reveals a noteworthy change, the study will be updated, if not it will hold until the next year and updated on the same criterion.

GRS Deployment
Staff attended a day-long GRS deployment at the mouth of the Kenai River (CCI-07), hosted by Cook Inlet Spill Prevention and Response, Inc. (CISPRI). The deployment was meant to test the strategy's asset deployment for effectiveness and possible improvement. Additionally, the deployment provided a training opportunity for CISPRI responders, Marathon's Immediate Response Team (IRT) members, the City of Kenai Fire Department (KFD), Alaska Department of Environmental Conservation (ADEC), and Republic Service (Previous US Ecology) Short Notice Response Team (SNRT).

The day began with staging CISPRI's portable command and communications center, response vessels, and boom systems. After all participants arrived on-scene an Operational Briefing and Job Safety Analysis (JSA) was conducted outside of the command and communication center. Before any equipment could be deployed to the river, the site survey revealed Beluga whales were present in the deployment area. CISPRI's safety personnel monitored the area and the whales' movement around the lower river until the pod moved up the river and out of the deployment area. CISPRI sought and verified all permits to conduct this training activity through the State of Alaska, Kenai Peninsula Borough, Kenai River Center, City of Kenai, and the U.S. Army Corp of Engineers. Operational restrictions required operations to always maintain a distance of at least 100 yds from Beluga whales, 50 yards from dolphins, porpoises, seals and sea lions, and that no marine mammals were harassed. Should beluga whales pop up next to response vessels while actively deploying, the instruction was to stop activity and wait for them to leave the area. The GRS was successfully deployed without incident. CISPRI responders evaluated the deployment and effectiveness of the tactics selected for the GRS, deciding that no substantial changes were needed. However, a change from diversion to exclusion booming at one area and that shoreside collection booming in another area needed some adjustments for optimal performance.

PROPS Tour of Alaska Chadux Network
Staff tries to coordinate meeting locations that serve to inform and educate committee members.
The PROPS Committee's October meeting was held at the Alaska Chadux Network facility. Following the PROPS business portion of the meeting (FY 2025 Budget approval) the Committee and staff was treated to a tour of the facility that included detailed descriptions for pieces of key response equipment stored throughout the facility premises. Staff will seek other equally interesting and informative venues for future PROPS meetings.

Industry Ice Week
Annually, industry hosts an Ice Week meeting spanning a three-day period in late fall. Customarily the meeting is conducted at the Alaska Vocational Technical Center (AVTEC). The schedule includes training and practice in three of AVTECs ship handling simulators and discussions of maneuvering in ice, self-arrest, and the varying circumstances of mooring at and departing the docks in Cook Inlet. Days one and two consist of training/practice in the ship simulators while day three is devoted to the annual pre-winter meeting.

The pre-winter meeting provides the various marine operators in attendance an opportunity to hear from any agency representatives in attendance to provide regulatory or policy changes operators should be aware of, such as operational information like where to find and how to interpret ice reports and what to expect regarding ice conditions for the upcoming ice season. The meeting also provides a forum to discuss the previous year along with anecdotal experiences encountered by various operators while transiting the Inlet. Based on the previous year's conditions and forecasted conditions, anticipated changes in operational procedures are also discussed. Each of these activities are especially beneficial to vessel operators new to Alaska and to Cook Inlet, to meet the challenges of winter operations.

Marathon Vessel Drill

Staff attended the Marathon Petroleum multiple-day vessel drill held in Valdez, AK. While this functional exercise was outside of Cook Inlet RCAC's Area of Responsibility and Area of Concern, Marathon Petroleum is the main crude oil shipper in Cook Inlet. It was a unique experience to visit the Valdez Emergency Operations Center (VEOC) and to see the differences compared to the CISPRI Command Center. Physically the VEOC is larger but similar to CISPRI's Command Center. Each of the Incident Command System (ICS) sections has a dedicated work area. Likewise, there are ample electronic aids like computer terminals, printer/scanners, and flatscreen displays of various sizes. The main difference in the buildings is that the VEOC has partition walls that separate the Operations section and other sections. The partition walls help to isolate some of the din created by conversations among response personnel. This was helpful, however during operational update briefings the walls made full participation difficult. This was improved with the addition of a microphone.

The drill began with Valdez Marine Terminal personnel filling ICS positions including Incident Commander. After a short period, Marathon Petroleum personnel from Cook Inlet Operations assumed command. As part of the drill's objectives, Incident Command was transferred one more time to Marathon Petroleum Corporate personnel brought in from the lower 48 corporate structure to participate in the drill. The change of command construct revealed a few stumbling blocks like area familiarization issues when assigning assets and during operational briefings. However, nothing posed a significant obstacle to operations.

Another part of the drill's objectives was to execute and test Unmanned Aerial Systems (UAS). Several UAS operators were on site to test their systems. The city of Valdez, CISPRI, and a contracted operator (AKDrone/ Seed Media) set up operations on the ferry terminal dock. The UAS operations were meant to test aerial observation of on-water response operations at various locations and transmit live video images back to the command center. The final test incorporated a UAS large enough to carry a significant payload for delivery. The test involved a large sling loaded payload picked up from the ferry dock and flown approximately .5 miles away for delivery and pick up of a smaller payload to be returned to the ferry dock. This large UAS had a maximum advertised capacity of 240 lbs. Although for drill purposes the payload was approximately 80 lbs.

Cook Inlet Energy Exercise

Staff participated in the planning efforts for this guided tabletop exercise and then participated in the exercise of the Cook Inlet Energy LLC. (CIE) Oil Discharge Prevention and Contingency Plan (ODPCP), Emergency Response Plan (ERP).

The exercise objectives incorporated multiple National Preparedness for Response Exercise Program (NPREP) core components: notifications, staff mobilization, management system operations, source control, site assessment, spill containment, and communications. The exercise scenario was set at the West MacArthur River Unit processing facility, 420 bbls of produced water was spilled from a pipeline on the facility, caused by a defective weld that suffered damage.

This guided tabletop exercise was different from a drill exercise in that as the exercise progressed guidance was offered for each NRPEP component and Incident Command System (ICS) section on an as needed basis. This reinforced the response process and provided training opportunities for new and experienced personnel. CIE fielded a complete and fully staffed Incident Management Team (IMT) with multiple new personnel filling various positions next to experienced personnel. Agency (USCG & ADEC) and contractor personnel (CISPRI) participated in appropriate positions rounding out the IMT.

SkillBridge Internship

SkillBridge is a Department of Defense program that exists to aid military members in the transition from a career in the armed forces (Air Force, Army, Coast Guard, Navy, Marines, Space Force) into the civilian workforce. There are several levels available within the program covering Job Training, Apprenticeships,

Internships, and Employment Skills. Cook Inlet RCAC entered the program to bring a retiring Coast Guard member, MSTC (Marine Science Technician Chief) Kaleena Barnes, on board as an intern.

Chief Barnes (Kaleena) reported aboard Cook Inlet RCAC in July of 2024, from the Chief Petty Officers Leadership Academy in Petaluma, CA. Kaleena integrated into work primarily with the Director of Operations and in part with the Director of Public Outreach. She assisted in PROPS Committee project management and monitoring by attending GRS workgroup meetings, and GRS deployments, Oil Spill Drill planning and virtual observation, and Contingency Plan review and comment development for the Protocol Control Committee. She assisted in the development and very successful presentation of a school outreach project. Along with her active participation in these projects, Kaleena read through reams of Council and Committee minutes, and OPA 90 Section 5002 to familiarize herself with Cook Inlet RCAC's mandate. She assisted with the mundane day-to-day operational needs to proofread and assemble meeting packets, reading and vetting incoming information for action. Kaleena accomplished these duties while attending to the burdensome efforts required to fully retire and muster out of the Coast Guard and to complete her SkillBridge internship by October 31st.

Staff appreciates Kaleena's efforts to assist PROPS, Protocol and Outreach and are proud to have worked with her and wish her "Smooth Sailing and Following Seas" in her future endeavors.

Cook Inlet RCAC
2024 PROPS Budget and Expenses
with Proposed 2023 Undesignated and 2025 Budget
as of October 16, 2024

	Current Year Budget	2023 Undesignated Carryover	Proposed 2025 Budget	2024 Expenses	Total Budget Remaining
Expense					
PROPS Program Expense					
PROPS GRS					
Geographic Response Strategies					
GRS	79,253.05	40,000.00		21,625.75	97,627.30
Total Geographic Response Strategies	**79,253.05**	**40,000.00**		**21,625.75**	**97,627.30**
Total PROPS GRS	**79,253.05**	**40,000.00**		**21,625.75**	**97,627.30**
Prevention and Response Program					
Oil Spills & Drills					
Federal OS Preparedness REQ	14,984.05		5,000.00		19,984.05
Oil Spills & Drills	14,862.57	1,015.00		1,453.73	14,423.84
Total Oil Spills & Drills	**29,846.62**	**1,015.00**	**5,000.00**	**1,453.73**	**34,407.89**
Response Support Equipment					
Response Support Equipment	10,401.08			1,499.00	8,902.08
Total Response Support Equipment	**10,401.08**			**1,499.00**	**8,902.08**
Geographic Resource Inventory Data					
GRID	32,347.85		10,000.00	127.35	42,220.50
Total Geographic Resource Inventory Da	**32,347.85**		**10,000.00**	**127.35**	**42,220.50**
Potential Places of Refuge					
Potential Places of Refuge	1,265.47				1,265.47
Total Potential Places of Refuge	**1,265.47**				**1,265.47**
Cook Inlet Response Tool					
Cook Inlet Response Tool	109,689.84				109,689.84
Total Cook Inlet Response Tool	**109,689.84**				**109,689.84**
CI Trajectory Modeling Study					
CI Trajectory Modeling Study	135,809.25			5,420.88	130,388.37
Total CI Trajectory Modeling Study	**135,809.25**			**5,420.88**	**130,388.37**
Total Prevention and Response Program	**319,360.11**	**1,015.00**	**15,000.00**	**8,500.96**	**326,874.15**
Risk Assessment Program					
Pipelines & Facilities					
Pipelines & Facilities	26,796.72				26,796.72
Total Pipelines & Facilities	**26,796.72**				**26,796.72**
Vessel Docking & Vessel Assist					
Escort & Assist Tug Panel	9,000.00				9,000.00
Vessel Mooring & Maneuvering	2,182.20				2,182.20
Total Vessel Docking & Vessel Assist	**11,182.20**				**11,182.20**
Harbor Safety	24,872.63			3,587.09	21,285.54
	24,872.63			**3,587.09**	**21,285.54**
Platforms D.R. & R.					
Platforms D.R. & R.	12,456.43				12,456.43
Total Platforms D.R. & R.	**12,456.43**				**12,456.43**
Vessel Traffic Study					
Vessel Traffic Study	36,155.00		15,000.00	5,000.00	46,155.00
Total Vessel Traffic Study	**36,155.00**		**15,000.00**	**5,000.00**	**46,155.00**
Ice Monitoring Network					
Ice Monitoring Network	83,067.98		40,000.00	47,261.91	75,806.07
Total Ice Monitoring Network	**83,067.98**		**40,000.00**	**47,261.91**	**75,806.07**
Total Risk Assessment Program	**194,530.96**		**55,000.00**	**55,849.00**	**193,681.96**

Cook Inlet RCAC
2024 PROPS Budget and Expenses
with Proposed 2023 Undesignated and 2025 Budget
as of October 16, 2024

Committee & Community Awareness					
Welcome to Cook Inlet					
Welcome to Cook Inlet	106,173.52		20,000.00		126,173.52
Total Committee Education/Travel	**106,173.52**		**20,000.00**		**126,173.52**
How Covid 19 Changed US					
How Covid 19 Changed US	5,821.96			5,821.96	0.00
Total Committee Education/Travel	**5,821.96**			**5,821.96**	**0.00**
Committee Education/Travel					
Committee Education/Travel	50,420.43	5,000.00	5,000.00	17,684.81	42,735.62
Total Coastal Impressions Collection	**50,420.43**	**5,000.00**	**5,000.00**	**17,684.81**	**42,735.62**
Total Committee & Community Awareness	**162,415.91**	**5,000.00**	**25,000.00**	**23,506.77**	**168,909.14**
PROPS Other Opportunities					
Scholarship					
Barry Eldridge Scholarship	2,500.00		2,500.00	2,500.00	2,500.00
Scholarship	3,000.00		1,500.00	1,250.00	3,250.00
	5,500.00		**4,000.00**	**3,750.00**	**5,750.00**
Special Opportunities					
Special Opportunities	64,595.40 **		6,000.00	2,737.45	67,857.95
Total Special Opportunities	**64,595.40**		**6,000.00**	**2,737.45**	**67,857.95**
Total PROPS Other Opportunities	**70,095.40**	**0.00**	**10,000.00**	**6,487.45**	**73,607.95**
Total PROPS Program Expense	**$825,655.43**	**$46,015.00**	**$105,000.00**	**$115,969.93**	**$860,700.50**

** Special Opportunities is reflecting the $5,821.96 from How Covid 19 Changed US

Director of Science & Research and EMC Staff Report for 6 December 2024 CIRCAC Board Meeting

Susan Saupe

Chemical and Biological Monitoring Program

1. On-line Data Access

Background: Through a contract with the Bureau of Ocean Energy Management (BOEM), CIRCAC is conducting a study to gather and compile Cook Inlet contaminant data and develop on-line mapping and visualization tools. The project team includes co-Principal Investigators (PIs) from CIRCAC, Kinnetic Environmental Inc (KEI), Payne Environmental Consultants, Inc. (PECI), and Axiom Data Science, Inc. (Axiom). Overall project objectives (shortened) are:

Conduct a meta-analysis, compile data, and develop data access and visualization tools

- Identify contaminant and associated data to collect, collate, and synthesize
- Compile a data set of comparable contaminant data and their associated data
- Enhance public platforms to host data to facilitate contaminant data visualization, exploration, and comparisons.

Develop sampling and monitoring plan recommendations

- Evaluate the resulting contaminant data set for comparability of results and its "representativeness" of conditions in the Cook Inlet Planning Area.
- Recommend future sampling and monitoring

We've compiled historical reports, evaluated data sets, and developed a "metadata table of studies" that includes information about the studies that can be queried, including authors, funding sources, study purpose, sampling dates and locations, sample matrices, contaminants, concomitant data, etc…

Activities since September 6 Board Meeting:

We've had many web-based and in-person meetings and work sessions among the various PIs to move the various project components forward. I've been working closely with Bill Driskell in October and November in Seattle on a set of comparable study data and associated quality assurance/quality control (AQ/QC) data for studies with similar statistical designs, sampling methods, analytical methods, and completeness of QA/QC data. This data set allows a more extensive set of samples for evaluating Cook Inlet conditions. Other studies are also included in the data access, mapping, and visualization tools but are individually representative of more site-specific study areas or were not designed to be representative of Cook Inlet conditions.

Bill and I have worked with database developers and visualization tool programmers at Axiom to ingest the studies' compiled data into a research workspace and map-based data portal. When envisioning the original plan, we anticipated that these steps would be sequential. However, the difficulty in accessing some of the necessary QA/QC data from historical studies meant that we would have had to continue holding off developing the final user tools. So, we continue to revise and add to the compiled database in a way that doesn't

hold up the development of the mapping and visualization tools.

I've met with co-PIs from KEI in Anchorage to coordinate their work on the project and meet with programmers at Axiom.

Dr. Jim Payne has been drafting a "primer" describing hydrocarbon forensic techniques for evaluating the presence, sources and weathering of hydrocarbons in Cook Inlet has been prepared that uses samples collected from Cook Inlet and that uses real hydrocarbon source data (e.g. Cook Inlet coal, crude oil, produced water). We've outlined revisions and additions and the document is a companion to the report we are drafting describing Cook Inlet conditions and recommendations for filling data gaps in our knowledge of area contaminants and potential sources, focusing on hydrocarbons and metals.

2. Cook Inlet Beluga Whale Environmental DNA (eDNA)

Background: CIRCAC has supported various research projects to further our understanding of potential stressors to the Cook Inlet beluga whale (CIB) population. In the past, we worked with Mote Marine Laboratories to analyze Cook Inlet beluga whale tissues that had been archived under the Alaska Marine Mammal Tissue Archival Program (AMMTAP) and to analyze dominant beluga prey species from known spring, summer, and fall feeding areas – including eulachon, and sockeye, king, and coho salmon. We also wrote and received funding to assess potential winter prey of the whales. For that project we partnered with ADF&G to work on their vessel *R/V* Pandalus with three AADF&G fisheries biologists to conduct two trawl surveys assessing abundance, diversity, and contaminant concentrations of benthic species in central and upper Cook Inlet. More recently, EMC discussed potentially developing a soundscape for the central and upper Inlet to better access data on potential acoustics impacting the whales. However, following a presentation by University of Alaska Fairbanks graduate student Sonia Kumar at our October 2023 EMC meeting, the committee voted to support the expansion of her earlier research that addressed foraging habits and prey availability based on whale counts and acoustics and on ADF&G fish counts.

The expanded research applies environmental DNA (eDNA) methods to look for the presence of specific fish species in the Kenai and Kasilof rivers. Organisms constantly shed DNA, leaving behind clues to their presence in the system being studied. The data will be used in conjunction with passive acoustic monitoring (PAM) data to look for temporal overlaps of belugas with targeted prey species and species abundance. Sonia is working with Dr. Kim Ledger with NOAA's Auke Bay Laboratory in Juneau to process the eDNA samples. Specific objectives of the work CIRCAC is supporting are:

- Use quantitative real-time polymerase chain reaction (qPCR) to quantify abundances of eulachon, pink salmon, coho and Chinook salmon in the Kenai and Kasilof rivers.
- Use qPCR to identify CIB in the Kenai and Kasilof rivers.
- Compare metabarcoding and qPCR results with CIB acoustic presence data in the Kenai River.

Activities since April 2024 Board Meeting:

I worked with Sonia to obtain supplies for her research and to schedule several presentations of her research. The proposal we supported of hers included funds for her graduate stipend.

However, she subsequently received a grant from a separate funding source that covers her time so I worked with her to revise the budget (keeping the bottom line the same) to cover costs for data recovery and presentations of her Kenai research at an international conference where she could also learn about new technology that might enhance her research. The bulk of EMC's funding, however, remains in support of the specific laboratory costs to conduct qPCR analyses.

Sonia presented preliminary results to the EMC at a meeting in Anchorage on November 1st and is currently in Australia presenting her research at two research symposia. She will provide a report of her travels and periodic updates on her research at future EMC meetings.

Coastal Habitat Mapping Program

1. ShoreZone Imaging, Mapping, and Website

Background: CIRCAC has sponsored ShoreZone (SZ) aerial surveys and mapping since 2001 and initiated an Alaska coastal mapping program in Cook Inlet. Our demonstration project of an on-line data and imagery portal led to many partnerships and further funding to expand the survey program. Since that initial survey, we have conducted, funded, and partnered in aerial and shore-station surveys along the Alaska Peninsula, the Kodiak Island archipelago, all of Cook Inlet, and the outer Kenai Peninsula. We-resurveyed Cook Inlet in 2009 to apply higher resolution technology for the imagery and most recently, in 2022, we partnered with the National Park Service (NPS) to re-survey the outer Kenai Peninsula coastline, including all of the Kenai Fjords National Park shorelines. Currently, the oldest imagery in in our areas of concern is along the northern Kodiak Island archipelago. We have funds encumbered to re-image the sections of shoreline with the oldest imagery from 2002, or about 35% of the island's coastline. We will continue to seek funds and partners to resurvey additional areas of Kodiak that were last imaged in 2005.

The Alaska ShoreZone Program has been administered and hosted by NOAA (https://alaskafisheries.noaa.gov/mapping/sz_js/) since 2005 with the data and imagery served along with shore station data and nearshore forage fish data. The Alaska Ocean Observing System (AOOS) also serves SZ habitat data and imagery through on-line data portals, allowing integration with dozens of other data layers. The initial AOOS portal to serve SZ imagery was for our Cook Inlet Response Tool (CIRT) that was developed with Axiom Data Science to integrate ShoreZone data and imagery with other data layers used in oil spill planning and response (https://portal.aoos.org/cirt.php).

In addition to aerial surveys, CIRCAC has focused significant efforts to conduct on-the-ground surveys to collect species-level geomorphic, seaweed, and invertebrate data to inform the mappers who translate the ShoreZone aerial survey imagery into coastal habitat data. Several hundred shore stations have been surveyed around the Gulf of Alaska, with many of those in our areas of concern and sponsored by CIRCAC. We've conducted these surveys on a range of beach habitats and exposures on shorelines along the outer Kenai Peninsula, Kachemak Bay and Kamishak bays, the Kodiak Island archipelago, the Katmai National Park coastline, the Semidi and Sutwik Islands, and the Alaska Peninsula. We've also worked with NOAA on collecting data in other areas of Alaska as comparisons, including in Prince William Sound and southeast Alaska.

Activities since September 2024 Board Meeting:

Multiple planning discussions for coordinating ShoreZone surveys in Kodiak archipelago with NMFS forage fish surveys.

2. *Macrocystis Kelp*

Background: *Macrocystis spp.*, or Giant Kelp, is common along the west coast of the United States, including southeast Alaska, but until our ShoreZone surveys in 2002, no *Macrocystis* kelp beds had been described in the western Gulf of Alaska. This kelp grows in thick beds very near shore and has implications for oil spill risk and oil retention is likely to respond to changes in sea surface temperature and circulation related to climate change. The kelp can also grow in close association with the other two canopy kelps that grow in Alaska – Bull kelp (*Nereocystis luetkeana*) and Dragon kelp (*Eularia fistulosa*), raising questions about how its expansion might impact current nearshore kelp habitats.

Recent genetic analyses have led scientists to reclassify the two species, *M. integrifolia* and *M. pyrifera*, as one species, *M. pyrifera*. We will be working with taxonomists to provide tissue samples for genetic analyses, especially as the kelp is naturally spreading and establishing itself in other rocky habitat areas along the western Gulf.

Since our first reports of *Macrocystis* beds during those early ShoreZone surveys on the outer Kenai Peninsula (one small bed in Morning Cove in 2002) and near Kodiak, Afognak, and Shuyak Island (four beds identified during 2002 and 2005 surveys), additional beds have been reported by others in areas where no *Macrocystis* had previously been observed - including on the east side of Afognak Island and near Sand Point in the Shumagin Islands, which is a western range extension. Then, in June 2022 during our Kenai Peninsula ShoreZone survey, we documented two new *Macrocystis* beds that were not there in 2002. And in September 2022, we received a report of a bed inside of Kachemak Bay that was then confirmed for us by Dr. Brenda Konar of UAF (Co-director of the Kasitsna Bay Laboratory).

Activities since April 2024 Board Meeting:

No new activity on a project to assess oil spill response capabilities for the rapidly expanding mariculture industry that is becoming a significant economic driver in coastal communities in CIRCAC's areas of concern.

I've been contacted by Dr. Sandra Lindstrom of University of BC and it looks like our archived *Macrocystis* kelp DNA samples will be analyzed through Dr. Sandra Lindstrom and her colleagues.

Physical Oceanography Program

Cook Inlet Ocean Observing and Modeling

Background: Since 1999, EMC has supported or conducted physical oceanographic research to help better understand Cook Inlet's circulation towards improving future oil spill trajectory

model forecasts. Currently, our main goal is to partner with other organizations and CIRCAC's PROPS committee to develop a high resolution three-dimensional on-line accessible oil spill trajectory model. To do so, it is essential to have a realistic underlying circulation model that has been developed with and tested against actual ocean observational data. To support that need, over the years CIRCAC has led or supported projects deploying satellite drifter buoys, Acoustic Doppler Current Profilers (ADCP), High Frequency (HF) ocean surface current radars, current meters, and hydrographic surveys.

In 2019, the Cook Inlet Operational Forecast System (CIOFS) circulation and hydrographic model transitioned from developmental mode to operational mode after a decades-long effort by NOAA that started with deployments of current meters and ADCPs throughout the Inlet. This model can be used operationally by NOAA's Office of Restoration and Response (OR&R) for oil spill modeling in the event of a significant spill and is available on-line at https://tidesandcurrents.noaa.gov/ofs/ciofs/ciofs.html . New outputs are produced every six hours and include nowcasts and forecasts of water level, winds, water temperature, salinity, and currents. CIOFS is the highest resolution hydrographic model for many parts of Cook Inlet (e,g, tens of meters within the estuaries and navigational channels up to 3.5 km near offshore waters), and the hindcast (comparison of model output to observational data) will evaluate how well it resolves oceanographic features.

Current Partnership Projects:

1. Based on a hindcast funded by BOEM and OSRI that was completed by Axiom Data Science, Inc. in late 2023, a team represented by UAF, NOAA, OSRI, AOOS, UAF, and CIRCAC is using model-to-data and model-to-model comparisons to identify weaknesses and strengths in two Cook Inlet models (CIOFS and a BOEM/UAF Northern Gulf of Alaska model) to identify potential improvements. Focused mainly on CIOFS, we identified additional observational data and model inputs that could improve model accuracy. For example, we've identified some strengths and weaknesses in the model and prioritized sampling plans for field surveys and have developed a plan to improve freshwater forcing in the model.

2. A second project is funded to AOOS through the Integrated Ocean Observing System (IOOS) Ocean Technology Transition (OTT) Project, and includes the same team mentioned above (i.e. AOOS, CIRCAC, OSRI, NOAA, UAF) and is led by researchers at UAF. The project title is *Intuitive Model-Driven Marine Particle Tracking and Visualization Tools for Coastal Incident Response, Maritime Domain Awareness and Research Applications* or, more simply, *Marine Particle Tracking and Visualization Tools.* The project will enhance a prototype particle trajectory tool and test implementation on: (1) the CIOFS operational 48-hour forecast fields and (2) the CIOFS 20-year hindcast model outputs.

   The current prototype particle trajectory tool runs particle trajectory scenarios based on the CIOFS model forecasts and provides visualization of subsequent output and downloadable trajectory data products. An operational version would be made publicly available through the AOOS Data Portal by the end of the project. The particle trajectory

tool and visualization products to be advanced and transitioned during this effort will be derived using a code-base adaptable to other circulation models in other regions, extending their utility beyond Alaska and CIOFS. While OR&R will be the entity that provides trajectories to Unified Command during oil spills and drills, an open-source oil spill trajectory model on AOOS portals will allow any user to run a simple model for planning purposes.

3. Based significantly on study plan ideas submitted by both CIRCAC and UAF, BOEM is funding a project titled *Cook Inlet Physical Oceanography Data Curation, Visualization, and Analyses* with the main objectives to:

- Collate a comprehensive, standardized, and easily accessible archive of all contemporary physical oceanography datasets for the Cook Inlet region.
- Analyze in situ data and model-output (both new and historical) in Cook Inlet and Shelikof Strait, with a major focus of better understanding the broad spatio-temporal variability of patterns and controls on currents and density structure.
- Conduct a short field campaign aimed at better quantifying the dynamics of known Cook Inlet rip current zones.
- Develop recommendations for additional oceanographic measurements and modeling approaches that can improve our ability to understand and predict Cook Inlet currents

CIRCAC worked with UAF to facilitate data collections in July 2024 near the Cook Inlet tide rips. CIRCAC purchased satellite drifter buoys, chartered the UAF *R/V* Nanuq, which is based out of the Seward Marine Center as the research platform, and provided logistical support for the two-week survey (helped arrange refueling and mooring and provided housing and meals for the research team). The field survey took place from 18 July - 1August 2024 and included data collected by satellite drifters to understand lagrangian transport throughout tidal cycles around the rips, a towed Acoustic Doppler Current Profiler (ADCP) to capture horizontal and vertical subsurface currents, and a high speed hydrographic profiling system to look at stratification in the water column. My staff report for the September 2024 Board meeting included a summary of the field report.

4. CIRCAC has been working with AOOS and UAF researchers to deploy an AOOS-owned High Frequency (HF) system on Hilcorp-owned property in the central Inlet. The paired HF Radar system will eventually provide near real-time surface current measurements in an area of the middle Inlet near the Forelands to south of Kalgin Island. The initial deployment of the most northern instrument above Rig Tenders dock in late 2023 was unfortunately unsuccessful due to its location near heavy equipment activity despite Hilcorp's support in clearing the site and providing logistical support. Using the KPB on-line mapping tools, we identified several other potential sites and have been supporting efforts by UAF to re-deploy the instruments on additional Hilcorp parcels. The area coverage changed with some benefits and some drawbacks from the original plan. We've discussed options for a third instrument that can be deployed for temporary

(e.g. on the order of months) deployments to extend coverage to other areas of interest.

5. In response to the results of earlier work with the Hindcast model-to-data and model-to-model comparisons described above, a project with AOOS, CIRCAC, AXIOM, OSRI, NOAA, and UAF is supporting development of Cook Inlet Alaska ocean circulation model applications and model validation by:
    - Producing freshwater forcing files to improve freshwater forcing of the models,
    - Performing hindcast model runs for 2003-2006 and 2012-2014 with the improved freshwater forcing,
    - Performing model skill assessment using available observations, and
    - Performing Lagrangian drifter analysis using the old hindcast CIOFS output without an updated freshwater forcing and new CIOFS output

Activities since the September 2024 Board Meeting: We've had numerous meetings of our physical oceanography and modeling teams, in-person site visits, and a stakeholder workshop.

EMC invited Drs. Tyler Hennon and Thilo Klenz to present the results of the July 2024 oceanographic survey at their 1 November meeting. Thilo was able to attend and gave a great presentation – they'd processed quite a bit of the data and were able to show how the vertical structure of the water column and currents changed with ebb and flood tidal during spring and neap tides. The results will likely also be presented at the Alaska Marine Science Symposium in January 2025 in Anchorage.

We had quite a few meetings of the Particle Trajectory program team in developing plans for a 19 November stakeholder workshop. I developed a list of potential users of particle trajectory tools that might benefit from access to simple web-based modeling tools for predicting larval transport, vessel drift, pollutant transport, and 3-dimensional oil spill trajectories. I sent out invitations to state and federal agency personnel, USCG, CISPRI, UAF, Kachemak Bay Research Reserve, Kasitsna Bay Laboratory, SWAPA marine pilots, and others. At the workshop I provided background about Cook Inlet's complex oceanography, some of our projects that support the particle trajectory project, and the purpose and need for the project. Kris Holderied of NOAA talked about the Cook Inlet Ocean Forecast System (CIOFS) and its role in the project, Dr. Scott Pegau of the Oil Spill Recovery Institute (OSRI) talked about various types of models (e.g. hindcast, forecast, and now-cast), the OpenDrift code, and what the particle trajectory project is designed to do, and Kristen Thyng and Brian Stone of Axiom provide demonstrations of the particle trajectory and visualization tools and their capabilities. Prior to the meeting we had identified a series of questions for the attendees and addressed them so that the stakeholder participants would fill out a post-workshop survey.

Despite some IT glitches during the November 19th workshop at the AOOS conference room, we were able to get through the agenda and there seemed to be support for simple, on-line accessible trajectory tools. We will continue to communicate with NOAA to ensure that development of oil spill trajectory capabilities don't duplicate their efforts for WebGNOME model capabilities, but will enhance user access to planning tools.

Following the workshop, the Freshwater forcing project team had a zoom meeting to begin evaluating the just released Axiom report with the new model runs using improved freshwater forcing. The initial testing bracketing two short multi-year time periods showed such improvement in the resolution of salinity that the team has decided to run the model for the entire twenty-year CIOFS hindcast.

Following the freshwater forcing project meeting, I sat down with Sheyna Wisdom and Carol Janzen of AOOS to discuss needs of the HF Radar installation on the K Beach Road Hilcorp property. Hopefully, the electricity installations will move forward quickly and Rachel Potter of UAF will be able to install the second HF Radar unit to begin obtaining near-real-time surface currents of the middle Inlet.

[As soon as that meeting was over, I headed to the airport to catch a 4:30 pm flight that landed in Seattle at 9:00 p.m. – right at the peak of the bomb cyclone that was pummeling the Pacific Northwest.]

In early November, Rachael Potter of UAF deployed the southern-most of the paired HF Radars at Hilcorp's Susan Dionne Pad on the southern Kenai Peninsula. In preparation for the northern unit deployment, I initiated contact with HEA to see what needed to be done to get electricity installed on the property. Ultimately, to simplify the HEA application process for a non-land owner, AOOS has taken over the application since they already had a land-use agreement with Hilcorp to deploy the unit. Vinnie Catalano has been wiring the mobile trailer that CIRCAC purchased for the HF Radar deployment at the northern location (on Kalifornsky Beach Road north of Kasilof) to prepare it for housing the computer and electronics for the radar. He's also outfitting it with a desk and adding other options to make the periodic maintenance visits easier for the researchers.

Oil Fate and Effects Programs

Marine Oil Snow in Cook Inlet

Background: Marine snow is particulate matter of organic and inorganic origin that sinks through the water column. Oiled marine snow, or marine oil snow (MOS), is the aggregation of marine snow with oil droplets. The EMC supported research on natural marine snow formation and sedimentation in Kachemak Bay and on the formation of marine snow aggregates and laboratory-created marine oil snow. Our interest is in how marine snow might provide a mechanism for oil to sink from the surface to the benthic environment.

Existing oil spill fate and transport models have inputs for complex ocean currents, oil spreading/mixing, and transport, but do not include data that quantify marine snow (MS) or marine oil snow (MOS) settling; thus, the models cannot accurately predict the transport and deposition of MOS during a spill. The Kachemak Bay studies, conducted by University of New Hampshire (UNH) graduate student Jesse Ross at the Kasitsna Bay Laboratory, led to a publication that included knowledge gained from the Cook Inlet studies and presented a way to integrate MOS formation and MOSSFA (MOS Sedimentation and Flocculent Accumulation) into oil spill planning, response, and damage assessment:

Ross, J., D. Hollander, S. Saupe, A.B. Burd, S. Gilbert, and A Quigg. 2021. *Integrating marine oil snow and MOSSFA into oil spill response and damage assessment*. Marine Pollution Bulletin, 165:112025. https://doi.org/10.1016/j.marpolbul.2021.112025

A second paper was published in December 2022:

Ross, J., N. Kinner, S. Saupe, J. Schloemer, and K. Ziervogel. 2022. *Characterization of Particle Sedimentation in a Subarctic Estuary: A Sediment Trap Study over Two Productivity Seasons*. Estuaries and Coasts 45, 2362–2372 (2022). https://doi.org/10.1007/s12237-022-01069-7

Our third paper that was published in July and available as an open access document at https://iopscience.iop.org/article/10.1088/2515-7620/ad6125/pdf .

Ross, J., N. Kinner, S. Saupe, and K. Ziervogel. 2024. *Sediment ballast accelerates sinking of Alaska North Slope crude oil measured ex situ with surface water from Cook Inlet.* Environ. Res. Commun. 6 (2024). DOI 10.1088/2515-7620/ad6125

Activities since October 2023 EMC Meeting (through 28 March 2024:

No new activities on this project took place since September. The EMC may shift remaining funds to other more pressing projects at a future EMC meeting.

Additional Activities since September 2024 Board Meeting:

1. Participated as a board member at Alaska Research Consortium (ARC) Board Meetings on 30 August 2024. At these meetings we receive detailed updates of activities conducted through UAF's Kodiak Seafood and Marine Science Center and Alaska's Sea Grant program. Leading up to that meeting, as Treasurer I worked with the Board President and Contracting Program Manager to oversee and report on financials.
2. Participated as a Board Member at the Oil Spill Recovery Institute's (OSRI) Workplan Meeting on 16-17 September 2024 where we approved the FY25 workplan and budget.
3. Over the past three months have had dozens of Zoom and in-person meetings for research planning and coordination of activities with partners on our various projects – with focus on BOEM contaminants, and Cook Inlet modeling and oceanography, HF Radar deployment.
4. Attended an overnight 60 year anniversary gathering at the Kasitsna Bay Laboratory (KBL). It was a great time to chat with the new personnel at the laboratory that NOAA has hired over the last year or two, along with NOAA personnel who visited from their Headquarters in Silver Springs, MD, and past and current researchers. It was fun for me since not only do I partner on KBL projects in my role at CIRCAC, I used to spend a lot of time at that lab in the early 1990s conducting intertidal research for UAF. I was there conducting field research when CIRCAC's Executive Director at the time and the Seldovia Representative on the Board interviewed me in Seldovia for the CIRCAC Science Director job since I was unable to meet them in Kenai during the interview process. Luckily, my wet hair and field attire didn't deter them – they hired me and you haven't been able to get rid of me since.
5. In September, I met with two staff members from BOEM, Christina Bonsell and Gregory Deemer, who were in Homer for a September workshop. We talked about some of the projects that we partner on.

6. Teleconferenced in October with CIRCAC Director Rob Lindsey and Ted Crookston about Ocean Pasture Restoration effort in the Gulf of Alaska.
7. On October 2nd, I participated as a stakeholder-partner panelist at Sea Grant's Annual Meeting which was held this year in Homer.
8. Participated at the Cook Inlet Water Quality Summit in Homer on October 29th and provided an update on our contaminants project. This was a follow-up to the 2-day WQ Summit in Anchorage in fall 2023.
9. Mike and I met with BOEM's Alaska Regional Director, Givey Kochanowski, and Leasing Data Specialist Gwendolynn Robinson on November 14th. I gave an overview of CIRCAC, focusing on active BOEM projects that we are conducting or partnering on. They provided an overview of BOEM's activities and anticipated focus areas and we discussed overlap areas where there could be future partnerships.
10. EMC hosted a one-day series of presentations on November 1st in Anchorage. The following presentations were given and we received many enthusiastic comments form EMC members, the presenters, and other attendees about what a great opportunity it was for to share research and activities across research disciplines:

    Update on Photochemical Hydrocarbon Oxidation Products Research in High Latitude Systems
    Patrick Tomco, Assoc. Professor and Director of Applied Science, Engineering, and Technology (ASET) Lab, University of Alaska Anchorage

    Overview of National Park Service (NPS) Nearshore Projects In Cook Inlet and Nearby Areas
    Heather Coletti, Marine Ecologist, SW Alaska Inventory & Monitoring Network, NPS

    Overview of NOAA (1) Nearshore Essential Fish Habitat (EFH) and (2) Protected Resources- Cook Inlet Beluga Whales
    Cathy Coon, Assistant Regional Administrator, Habitat Conservation Division, Alaska Region NOAA Fisheries and
    Dr. Jill Seymour, Marine Mammal Specialist, Alaska Regional Office, Protected Resources Division, NOAA Fisheries

    Cook Inlet Tide Rip Survey
    Dr. Thilo Klenz, Postdoctoral Fellow, University of Alaska Fairbanks

    Overview of Research at Kasitsna Bay Laboratory (KBL) by NOAA
    Dr. Reid Brewer, Director, NOAA Kasitsna Bay Laboratory, National Centers for Coastal Ocean Science

    Overview of Research at Kasitsna Bay Laboratory (KBL) by University of Alaska Fairbanks (UAF)
    Dr. Katrin Iken, UAF Professor in Marine Biology; UAF Director Kasitsna Bay Lab; Director Institute of Marine Science (IMS); Director Coastal Marine Institute (CMI)

    American Tidal Energy Project - East Forelands, Cook Inlet
    Eva White, Renewable Energy Development Analyst and Luke Graham, Alaska Project Developer and Regulatory Affairs Specialist, Ocean Renewable Power Company (ORPC)

Quantifying Prey Species for Cook Inlet Beluga Whales using qPCR
Sonia Kumar, Graduate Student, Marine Biology Program, College of Fisheries and Ocean Sciences, UAF

Upcoming Activities

1. Attend Kachemak Bay/Lower Cook Inlet Marine Ecosystem Workgroup, Dec 3rd, 2024.
2. Participate as a panelist at the National Academies of Science, Gulf Research Program's Gulf-Alaska Knowledge Exchange workshop in Thibodaux, LA, December 10-11, 2024. The goal is to bring together representatives from areas affected by the Exxon Valdez oil spill in Alaska and the Deepwater Horizon oil spill in the Gulf of Mexico to share experiences, knowledge, strategies, and best practices to help prepare for and recover from potential future spills. This workshop is the second of three workshops supported by the Gulf-Alaska Knowledge Exchange. The first was in Anchorage in October and the third workshop will be in Washington, DC on February 4–5, 2025.
3. Alaska Research Consortium (ARC) Annual Meeting January 2025.
4. Alaska Marine Science Symposium, January 2025.
5. OSRI Board meeting in February 2025.
6. Review of final construction of skiff, electronics, etc…Arrange shipping, etc..
7. Seattle meeting with contaminants project contractors in December

Administration Staff Report

Cook Inlet RCAC Board of Directors Meeting – December 2024

Below you will find a brief update on the primary administrative tasks performed – or assistance provided – by your administrative staff since the September 2024 Board of Directors meeting:

CIRCAC Office – The office internet plan was upgraded and bundled with our business mobile plan for better rates and increased data speeds. Additionally, our I.T. team installed a new firewall and wireless access device, contributing another layer of cybersecurity and upgrading our router to a modern business system.

Recertification, 2024/2025 Application – Our current recertification is in effect until August 31, 2025. Development of the 2025/2026 application will begin later this winter. Similar to the last submittal, the upcoming application will be streamlined to highlight activities and achievements following the triennial application year (2023/2024), with a particular focus on the last 12 months.

Financial Audit and Tax Return – Staff continues to work with Lambe, Tuter & Associates for assistance as needed with audit preparation, bookkeeping and accounting, and grant reporting. Our FY2023 tax return was prepared and successfully e-filed this fall by Lambe, Tuter & Associates.

Accounts Payable – Staff continue to process payables weekly, utilizing online processes when applicable and typically requiring corporate signers bi-weekly. We have maintained a review and written approval procedure of all accounts - by the Executive Director, staff, and Officers.

Budgets – Development of the 2025 draft operating and program budgets began this fall. Staff considers the current budget's standing, additional costs until the close of the year, anticipated or changes to expenses and projects, and the new year funding calculation. The Executive Committee met in November to review the proposed 2025 operating and program budgets, and the EMC, PROPS, and Protocol Control Committees further review their specific program budgets and workplans. In addition, staff routinely updates the operating and program budgets as the fiscal calendar year progresses – the 2024 operating budget as of November 1st is included in the Board meeting packet as an informational item. Reconciliations of credit card and bank accounts for this quarter are ongoing.

Grants – Staff assists with the Bureau of Ocean Energy Management (BOEM) grant and reporting under the EMC. Staff continues to monitor and renew associated grant registrations and logins.

Corporate Funding – Funding calculations for 2025 were received in November and are based on a 2.2% CPI increase. The first round of invoices will be distributed to the five funding companies in December.

Bylaws and Policies – Staff continues to work with legal counsel in an ongoing review of Council bylaws and policies for necessary changes and updates. Recent amendments and recommendations focus on clarifying a process and timeline to fill Board of Director vacancies that occur other than the end of a term.

Insurance and Employee Benefits – Open enrollment for employees' Aflac coverage concluded this fall. Several of CIRCAC's commercial insurance policies have renewed or are set to renew at the start of the new year. Additionally, and at the time of this writing, staff facilitates the renewal period for employees' health and life insurance coverages, as well as the open enrollment period for the SIMPLE IRA retirement accounts.

Organizational Support – Administrative staff participates with the Cook Inlet Harbor Safety Committee.

Support – Administrative staff supports directors, public members, staff and guests in logistics for both virtual and in-person committee meetings, conferences, and board meetings. Recent and upcoming such events include oil spill drills and trainings, Harbor Safety Committee meetings, ASTM meeting, Industry Pre-Winter Meeting and Ice Week, Pacific Marine Expo, Alaska Marine Science Symposium, Alaska Forum on the Environment, and EMC, Executive, Credentials, PROPS, and Protocol Control Committee meetings. Staff continue to utilize various online platforms to effectively attend virtual meetings by teleconference, videoconference, and webinar.

Other – Service and availability from our newly expanded I.T. servicer has been seamless following their company merger. Staff continues to utilize their guidance and assistance with all things tech related, upgrading software and hardware systems as needed.

Cook Inlet RCAC

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EXPENSE REIMBURSEMENT REQUEST

NAME _____ DATE _____

ADDRESS CITY STATE ZIPCODE

DATE	PURPOSE	LOCATION	TRAVEL AMOUNT	MEAL AMOUNT	LODGING AMOUNT	MISC. AMOUNT

COLUMN TOTALS FROM ABOVE	$
TOTAL TRAVEL ADVANCES	$
MILEAGE REIMBURSEMENT	$
TOTAL EXPENSE REIMBURSEMENT	$

AUTOMOBILE MILEAGE RECORD

Date	Beginning Odometer	End Odometer	TOTAL

WILL BE CALCULATED BY OFFICE $

DATE RECEIVED	APPROVED	
DATE PAID	COST CODES	
	CODE	AMOUNT
CHECK #.		
TOTAL AMOUNT	$	

TRAVEL REQUEST

(Please complete, sign below and return to Candice Elias to obtain proper approvals.)

Name of Traveler: _____

Date(s) of Travel: _____

Location: _____

Purpose of Travel:

Benefit/Justification of Travel:

Airline (give airline preference and times of travel requested) _____

Hotel (include preference, if any) _____

Rental Car (include preference, if any) _____

Where/how would you like the tickets delivered to you: _____

Travelers Signature/ Date of Request

For Office Use Only

_____ _____

Signature(President, Vice-President, Committee Chair or Ex. Dir.) **Date of Approval or Disapproval**

If Disapproved, include reason:

_____ _____

Additional Signature (if required) **Date of Approval or Disapproval**